



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

0154
August 31, 2023

DIVISION MEMORANDUM
No. 234, s. 2023

**DESIGNATION OF REDENTA M. GONZALES AS OIC ACCOUNTANT OF
BATANES NATIONAL SCIENCE HIGH SCHOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In the exigency of service and in addition to her function as Administrative Assistant II, **REDENTA M. GONZALES** is hereby designated as OIC Accountant of the Batanes National Science High School, effective **September 1, 2023** until the position shall have been filled-up or until rescinded by the Schools Division Superintendent.
2. She will be doing all the necessary functions of an Accountant such as overseeing the financial management, control, including signing of documents after referring them to the SDO Accountant, on-time submission of school financial reports, completeness of attached documents, update ledgers, represent the accountant on meetings and other related functions, but without additional remuneration. Fiscal matters and transactions that need decision-making must be referred and acted only by the SDO Accountant.
3. Please be guided accordingly.

[Signature]
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent *[Signature]*

Encl: As stated
References: None

To be indicated in the Perpetual Index
Under the following subjects:
ASSIGNMENT/REASSIGNMENT

OSDS/abgj/ebe



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Doc Code:	FM-ORD-005	Rev:	00
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