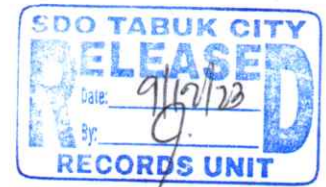




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



September 11, 2023

**Division Memorandum**

No. 349, s. 2023

TO: Public Schools District Supervisor (NTD 1)  
School Head (TCNHS)  
All Others concerned

**DUTIES AND RESPONSIBILITIES of ADAS III & II of Tabuk City NHS**

1. This is to inform the field of the following duties and responsibilities of the following personnel:

**JONALYN A. BAAC - ADAS III**

- a. Maintains Budget Monitoring System (BMS)
- b. Prepare Budgetary and Financial Reports (RO, DBM and COA)
- c. Maintains and Updates Electronic Financial Reporting System (eFRS)
- d. Maintain the Web-Based MOOE System
- e. Prepares Fund Request to DBM
- f. Prepares BIR Reports
- g. Collection and Consolidation of SALN
- h. Collection and Consolidation of Certificate of Compensation/ Tax Withheld for 2316 for SHS
- i. Collection and Checking of SHS DTRs
- j. BAC Secretary

**RONDA LEE B. DAMASCO - ADAS II**

- a. Updates PSIPOP
- b. Provide Human Management Support to the SH and contribute following HR related functions as to personnel records, compensations & benefits.
- c. Updates Service Records of SHS
- d. Updates Leave Ledger (JHS & SHS)
- e. NOSI & NOSA
- f. Prepares ORS And DVs
- g. Prepares Payrolls
- h. Pre-Audit Claims for Payments
- i. Prepares LDDAP- ADA
- j. Submit/transmit paid Vouchers to COA

2. For guidance and compliance.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

