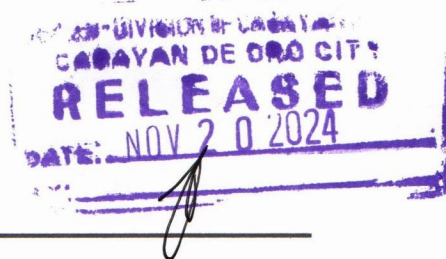




Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 November 2024

OFFICE ORDER
No. 05 s. 2024

DESIGNATION ORDER AS SPECIAL DISBURSING OFFICER FOR
PETTY CASH FUND (GASOLINE)

To: **GEMMA P. PAJAYON**
Administrative Officer IV (Cashier II)
This Division

1. In addition to your duties and responsibilities as Cashier II of this Office, you are hereby informed and designated as special disbursing officer of petty cash fund (PCF) for gasoline.
2. The PCF amount is Fifty Thousand Pesos (P50,000.00) and to be replenished once it reached to at least 60% subject to existing accounting and auditing rules and regulations.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. This Office directs immediate dissemination of this Order.

ROY ANGELO E. GAZO
Schools Division Superintendent

OO-001-OSDS-CASH-GPP /SPECIAL DO (GASOLINE)
18 November 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

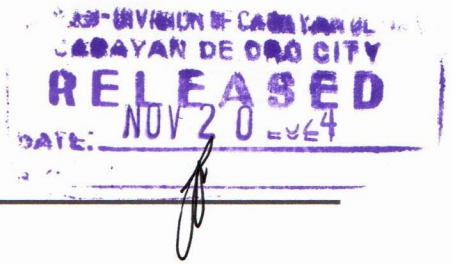
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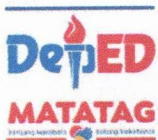
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