



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 11, 2025

**OFFICE MEMORANDUM**

FD-2025- **618** =

**SPECIAL ASSIGNMENT TO REVIEW THE DUE TO BIR ACCOUNT**

To: Finance Division Personnel  
All Others Concerned

1. This Office, through the Finance Division, hereby assign the following Accountants to work and reconcile the Due to BIR Account in the books of DepEd RO VIII, to wit:

**JUDY GRACE N. CASIDO - Accountant II**  
**JUSTINE ARTHUR M. YU - Accountant I**

2. The duties and responsibilities relative to the reconciliation of the account are as follows:

- a. update the SL of the account Due to BIR;
- b. organize the documented information and provide feedback on the progress/status of the task to the Accounting Unit Head and Division Chief;
- c. prepare the book adjustments, if necessary.

Immediate dissemination of and strict compliance with this memorandum

**RONEL AL K. FIRMO, CESO III**

Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

FD-GJF

