



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM NO.: 760 s. 2016

TO : **MARIO M. ANDALES**
Head Teacher II

FROM : *[Signature]*
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT : **ALTERNATE DISBURSING OFFICER OF SAN MIGUEL
ELEMENTARY SCHOOL**

DATE : December 8, 2016

1. In the exigency of the service and for the smooth implementation of the projects, programs and activities of San Miguel Elementary School, you are hereby designated as an alternate Disbursing Officer of Angelito M. Villagonzalo, School Principal II, San Miguel Elementary School since he has pending unliquidated cash advances.
2. Please be reminded that the cash advance you can request is limited to the maximum cash accountability of your fidelity bond. Further, please ensure that your fidelity bond is unexpired.
3. Furthermore, please coordinate with Mr. Villagonzalo for the necessary documents to be submitted to avail of the cash advance for the MOOE/SBFP allocation of the school.
4. For your compliance.

DepEd Schools Division of Digos

RELEASED
11705

Date: **DEC 08 2016** Time: **4:15 PM**

By: *[Signature]*