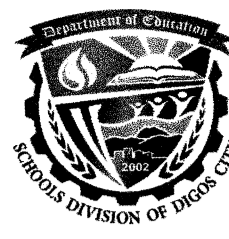




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division Superintendent

Telefax No.: 0825538396; 0825538376
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DIVISION MEMORANDUM No.: 043 s. 2017

January 18, 2017

TO : **ZENaida G. GUYA**
Public Schools District Supervisor


FROM : **DEE D. SILVA, DPA**
Schools Division Superintendent

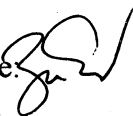
SUBJECT : ***Designation as Alternate Special Disbursing Officer of
Pedro V. Basalan Elementary School***

In view of the retirement of Mrs. Presnida R. Pongase, School Principal II of Pedro V. Basalan Elementary School, Tres De Mayo, Digos City, you are hereby **DESIGNATED** as **Alternate Special Disbursing Officer** of the said school to facilitate the prompt utilization of the Maintenance and Other Operating Expenses (MOOE) allocation and all funds to be downloaded to the said school until the installation of the new principal.

Please coordinate with the current Officer-In-Charge for the needed documents to be submitted to the Accounting Section for the release of the said funds

For compliance.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Conforme: 

1-25-17

Date

DepEd Schools Division Office - Digos City

RECEIVED
660

Date: JAN 20 2017 Time: 9:34

By: 