Division Memorandum No. 145, s. 2017

TO: NORELIZA A. MISAL, CPA
Accountant III

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

SUBJECT: Alternate Signatory in the Obligations Requests,
Purchase Requests and Authority to Travels on
Behalf of the Administrative Officer V - Budget

DATE: March 1, 2017

1. In the exigency of the service, you are hereby designated as an
alternate signatory in the Obligation Request, Purchase Requests
and Authority to Travels in the Absence of the Administrative Officer
V – Budget for she will attend the Orientation and Workshop on the
Preparation of Forward Estimates per Schools Division on March 2-
3, 2017 at RELC-NEAP, Quirino Avenue, Davao City.

2. As such, you are authorized to sign the Obligation Requests,
Purchase Requests and Authority to Travels.

3. For your information and compliance.