



Republic of the Philippines
Department of Education

REGION XI

City Schools Division of Digos



Office of the City Schools Division
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396
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Division Memorandum No. 352 s. 2017

TO : **GISELLE D. GONZALES**
Administrative Assistant I

Gonzales
6/2/17

Commission on Audit

RECEIVED

By: *G*
Date: JUN 05 2017
Time: 8:28 AM

FROM : **FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI**
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

[Signature]

SUBJECT : **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON
BEHALF OF THE ADMINISTRATIVE OFFICER V - BUDGET**

DATE : May 24, 2017

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in instances where Mrs. Neptune L. Tambilawan, Administrative Officer V – Budget, will be out on official or personal business.
2. As such, you are authorized to sign the following documents:
 - a. Purchase Request
 - b. Authority to Travel
 - c. Obligation Request and Status
 - d. Financial Accountability Reports
 - e. All other documents that require the signature of the Administrative Officer V- Budget not herein identified.
3. For your compliance.

DepEd Schools Division of Digos

RELEASED
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Date: JUN 02 2017 Time: 3:22
By: *f*