Division Memorandum No. **352** s. 2017

TO : GISELLE D. GONZALES  
Administrative Assistant I  

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

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.