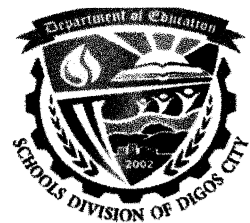


Republic of the Philippines
 Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



Telefax No.: 0825538396; 0825538376
 Email: www.sdsdigos@yahoo.com

Office of the City Schools Division Superintendent

MEMORANDUM

No. 394, s. 2017

TO : **FRANCIS JUDE D. ALCOMENDRAS**
 Administrative Officer V

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

SUBJECT : **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS
 IN BEHALF OF THE OIC-SCHOOLS DIVISION
 SUPERINTENDENT OR THE CASHIER (ADMINISTRATIVE
 OFFICER IV)**

DATE : **June 16, 2017**

Commission on Audit
RECEIVED
 By: _____
 Date: **JUN 22 2017**
 Time: **11:35**

In addition to your functions enshrined in Memorandum No. 372, s. 2017 issued on June 9, 2017, you are hereby designated to approve the following documents:

1. Tax Remittance Advice;
2. Inspection and Acceptance Report;
3. Fidelity Bond Application/Renewal; and,
4. Agency Procurement Request.

This Memorandum Order shall take effect immediately and shall be enforced together with Memorandum No. 372, s. 2017 issued on June 9, 2017 until revoked by subsequent/succeeding issuances of the same kind.

For compliance.

cc: Commission on Audit (COA)
 Development Bank of the Philippines (DBP)
 Land Bank of the Philippines (LBP)
 Bureau of Treasury (BOT)
 DepEd RO XI

cc: **JOEL K. MATA**
6/27/17

27 JUN 2017
 SIG. **FELIX U. LONZAKA**

DepEd Schools Division Office
RELEASED
 Date: **22 JUN 2017** Time: **11:07**
 By: _____