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

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.

Commission on Audit (COA)
Development Bank of the Philippines (DBP)
Land Bank of the Philippines (LBP)
Bureau of Treasury (BOT)
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