DIVISION MEMORANDUM
No. 888, s. 2017

ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON BEHALF OF THE ADMINISTRATIVE OFFICER IV – HRMO

To: Alnie Fe V. Ymalay – Administrative Assistant III

1. In the exigency of the service, you are hereby designated as an alternate signatory in the absence of the Administrative Officer IV - HRMO on November 9, 2017.

2. As such you are hereby authorized to sign the following documents:
   a. Form 6
   b. List of Qualified Personnel Requesting for Monetization of Leave Credits

3. For your compliance.

WINNIE E. BATOON, Ed.D.
Officer in Charge
Office of the Schools Division Superintendent