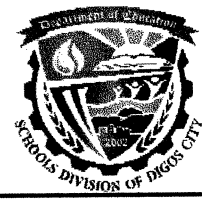


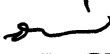


Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM NO.: 774 s. 2016

TO : **ZENAIDA G. GUYA**
Public Schools District Supervisor

FROM :  **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent

SUBJECT : **ALTERNATE DISBURSING OFFICER OF DULANGAN
ELEMENTARY SCHOOL**

DATE : December 8, 2016

1. In the exigency of the service and for the smooth implementation of the projects, programs and activities of Dulangan Elementary School, you are hereby designated as an alternate Disbursing Officer of Allen Joseph R. Malahay, School Principal I, Dulangan Elementary School since he has pending unliquidated cash advances.
2. Please be reminded that the cash advance you can request is limited to the maximum cash accountability of your fidelity bond. Further, please ensure that your fidelity bond is unexpired.
3. Furthermore, please coordinate with Mr. Malahay for the necessary documents to be submitted to avail of the cash advance for the MOOE/SBFP allocation of the school as well as for the preparation of the liquidation documents.
4. Please ensure that the said cash advances should be liquidated not later than December 27, 2016.
5. For your compliance.

DepEd Schools Division of Digo

RELEASED
11834

Date: **DEC 12 2016** Time: **11:30 AM**

By: 