



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 332

To : **CHRISTINE JOY SALOMON**
Accountant I

Subject : **IN-CHARGE OF THE FINANCE SECTION**

Date : November 03, 2025

In the interest of public service and while the Division Accountant is on official business, you are hereby directed to take charge of the Finance Section (FS) effective **November 4-8, 2025**. As such, you shall act on all records/communications/matters and shall also act on all financial reports/financial matters involving monetary transactions in order not to disrupt the functions of the office. Policy determining matters shall be held in abeyance until the former's return. In addition, diligence must be observed in the performance of this authority.

Under this authority, you shall sign in this manner:

For and in the absence of the Division Accountant:

CHRISTINE JOY SALOMON
Accountant I

This authority automatically ceases upon the Division Accountant's return without need of written memorandum.


MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph