




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



DIVISION MEMORANDUM NO.: 765 s. 2016

TO : **MYLENE G. SAMONTE**  
Head Teacher I

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

SUBJECT : **ALTERNATE DISBURSING OFFICER OF ISAAC  
ABALAYAN 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 Isaac Abalayan Elementary School, you are hereby designated as an alternate Disbursing Officer of Jacqueline A. Jaum, School Principal I, Isaac Abalayan Elementary School since she 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 Mrs. Jaum 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 Digos

RELEASED 11801

DEC 12 2016 TIME 1:00 PM

