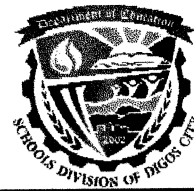


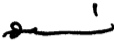


Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



DIVISION MEMORANDUM NO.: 766 s. 2016

TO : **REBECCA LORELIE P. DEIPARINE**  
School Principal I

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

SUBJECT : **ALTERNATE DISBURSING OFFICER OF PEDRO  
BASALAN 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 Pedro Basalan Elementary School, you are hereby designated as an alternate Disbursing Officer of Presnida R. Pongase, School Principal II, Pedro Basalan 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. Pongase 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**  
11804  
Date: **DEC 12 2016**  
1:54 PM  
BY: 