

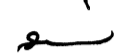


Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM NO.: 772 s. 2016

TO : **MARY JOY B. FORTUN**
School Principal I

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

SUBJECT : **ALTERNATE DISBURSING OFFICER OF REMEDIOS
SAPLALA 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 Remedios Saplala Elementary School, you are hereby designated as an alternate Disbursing Officer of Julieta C. Trazo, School Principal I, Remedios Saplala 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. Trazo 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 1187

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

By: 