



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

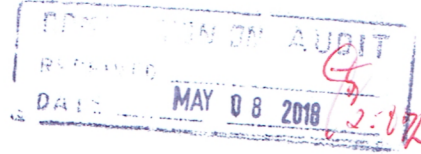


DIVISION MEMORANDUM
 No. 377, s. 2018

May 8, 2018

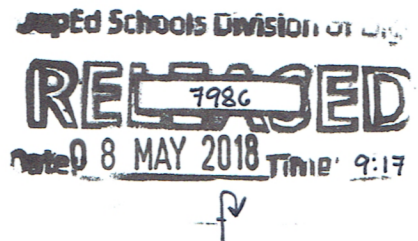
DESIGNATION AS PETTY CASH CUSTODIAN

To: **FRANCIS JUDE D. ALCOMENDRAS** 



1. In addition to your duties and responsibilities as Administrative Officer V of the Administrative Section, you are hereby designated as Petty Cash Custodian of this Division Office.
2. As such, you shall take charge of the payment of petty expenses of the Division Office and prepare corresponding liquidation report needed for the replenishment of the said fund which is essential in the release of subsequent Petty Cash allocation.
3. This Designation Order shall take effect immediately and shall not carry with the granting of any additional remuneration or priority of promotion.
4. Please be guided accordingly.

WINNIE E. BATOON, Ed. D.
 Officer in Charge
 Office of the Schools Division Superintendent



Encls: as stated
 References: as stated
 To be indicated in the Perpetual Index under the following subjects:
 SUBJECT: ADMIN – PETTY CASH ALLOCATION.

admin5: Designation as Petty Cash Custodian.
 8 May 2018