



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 156, s. 2021

March 2, 2021

**FIDELITY BOND OF NEWLY DESIGNATED SCHOOL HEADS**

**TO: NEDYMAR ANDRADE – Teacher III**  
**REX SAYSON – Teacher III**  
**JAY PAUL CABURAL – Teacher I**  
**AL FERNANDEZ – Teacher III**  
**EDUARDO PALLER – Master Teacher I**  
**JERWIN GRANADA – Master Teacher I**  
**NORWENDA HAIRIL – Teacher III**  
**MELACRES CAMPOMAYOR – Teacher III**  
**JUVIC SUCAYRE – Teacher I**  
**JULIUS CASTAÑARES – Teacher I**  
**MARIA CARMELA GILLADO – Master Teacher I**

1. Republic Act 9155, Chapter 1 Section 7, Letter E Paragraph 3 states that consistent with the national education policies, plans and standards, the school heads shall have the authority, responsibility and accountability in managing the affairs of the school. In this context, they are involved in all aspects of the school's operation; hence, they play integral roles in making the school function smoothly for the achievement of the government's aim to provide quality basic education.
2. In connection with this, one of the inherent functions as newly designated School Heads is to manage the finances of the school. Hence, you are hereby designated as special disbursing officers authorized to efficiently and effectively manage and disburse the MOOE Allocation and Other Program Funds that may be downloaded to your School.
3. With this, you are directed to process your fidelity bond in accordance with the Public Bonding Law not later than March 5, 2021.
4. Attached is the BTR Advisory No. 2020-08-002 re: Revised Procedural Guidelines on Online Fidelity Bonding Application for your guidance.
5. For immediate compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

Ends: Letter of Invitation  
References: Letter of invitation  
To be indicated in the Perpetual Index under the following subjects:  
Exit Conference, Audit

accountant: EXIT CONFERENCE  
2 March 2021

SCHOOLS DIVISION OF DIGOS CITY  
RECORDS SECTION

**RELEASED** 68581

DATE: 03 MAR 2021 TIME: 3:45 pm

BY:

