



Republic of the Philippines  
**Department of Education**

Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

NO. 288 s. 2021

**ALTERNATE SIGNATORY IN APPROVAL OF PAYMENT OF DISBURSEMENT VOUCHERS  
(BOX D)**

To: **FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Office V

1. Pursuant to Section I.3.d of Deped Order No. 8 s. 2021, in the absence of the Schools Division Superintendent, the Assistant School Division Superintendent was designated as alternate signatory in the approval of payment (Box D of the Disbursement Voucher Form).
2. The Assistant Schools Division Superintendent is currently designated as the BAC Chairman. Pursuant to Section 11.2.5 of the IRR of RA 9184, the BAC Chairman is legally unauthorized to sign Disbursement Vouchers related to procurement due to conflict of interest and to keep the integrity of the procurement process.
3. In view hereof and in the exigency of the service, you are hereby designated as an alternate signatory in the Disbursement Voucher (Box D) effective May 1, 2021.
4. Further, please make sure that your fidelity bond is still valid and standing. Renewal of fidelity bond must be made prior to expiry.
5. For your information and compliance.

  
**CRISTY C. EPE**  
Schools Division Superintendent 

