




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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-369

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



11-15-24

Subject: **DESIGNATION AS ALTERNATE SIGNATORY ON THE
DISBURSEMENT VOUCHERS AND OTHER DOCUMENTS
RELATED TO MONETARY TRANSACTIONS**

Date: November 15, 2024

1. In the exigency of the service and while the undersigned will be on Personal Travel beginning November 16, 2024 to December 06, 2024, you are hereby designated as her alternate signatory, to ensure unhampered delivery of basic services.
2. As such you are designated as signatory on the Disbursement Vouchers and other documents related to monetary transactions with the maximum amount of **NINE HUNDRED NINETY-NINE THOUSAND & 99/100 (Php 999,999.99)**, Philippine currency.
3. For your information and strict compliance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

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