



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-155

To : **CHRISTINE JOY SALOMON**
Accountant I

Subject : **ADDENDUM TO THE DIVISION MEMORANDUM OSDS-2025-154**
RE: IN-CHARGE OF THE FINANCE SECTION

Date : May 30, 2025

In relation to the Division Memorandum OSDS-2025-154 re: In Charge of the Finance Section, the said personnel assigned as alternate of the Division Accountant shall also act on all financial reports/financial matters involving monetary transactions in order not to disrupt the functions of the office. Policy determining matters shall be held in abeyance until the former's return. In addition, diligence must be observed in the performance of this authority.

Under this authority, you shall sign in this manner:

For and in the absence of the Division Accountant:

CHRISTINE JOY SALOMON
Accountant I

This authority automatically ceases upon the Division Accountant's return without need of written memorandum.


MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 154

To : **CHRISTINE JOY SALOMON**
Accountant I

Subject : **IN-CHARGE OF THE FINANCE SECTION**

Date : May 30, 2025

In the interest of public service and while the Division Accountant in on official business, you are hereby directed to take charge of the Finance Section(FS) effective June 3-6, 2025. As such, you shall act on all records/communications/matters in order not to disrupt the functions of the office. Policy determining matters shall be held in abeyance until the former's return. In addition, diligence must be observed in the performance of this authority.

Under this authority, you shall sign in this manner:

For and in the absence of the Division Accountant:

CHRISTINE JOY SALOMON
Accountant I

This authority automatically ceases upon the Division Accountant's return without need of written memorandum.

Melanie P. Estacio
MAY 30 2025
MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

Schools Division of Digos City
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