



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-2025- 297

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

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

Date: October 3, 2025

1. In the exigency of the service and while the undersigned will be on Personal Travel beginning October 3, 2025 to October 20, 2025, 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

Schools Division of Digos City

RECORDS SECTION

**RELEASED**

DATE: OCT 06 2025 TIME: 12:17pm

BY: \_\_\_\_\_