



March 15, 2017

**DIVISION MEMORANDUM**  
NO. 072s., 2017

**AUTHORIZED SIGNATORY OF  
FINANCE RELATED DOCUMENTS**

TO: OIC, Assistant Schools Division Superintendent  
Chief, CID  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned

1. As per consultation with the Commission on Audit, please be informed that starting April 2017, Dr. Elias A. Alicaya Jr., OIC Assistant Schools Division Superintendent shall be designated as authorized signatory of finance related document of school specifically in the liquidation of downloaded Maintenance and Other Operating Expenses (MOOE).

2. He shall be authorized to sign as approving authority to the following:

- a. Disbursement Voucher:
- b. Liquidation Report; and
- c. Cash Disbursement Register.

3. Immediate dissemination and strict compliance of this Memorandum is highly desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent