



June 28, 2017

DIVISION MEMORANDUM  
NO. 244s., 2017

**DESIGNATION OF ALTERNATE SIGNATORIES FOR  
OFFICIAL DOCUMENTS**

TO: OIC, Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Schools Division Office Personnel  
All Concerned

1. With reference to DepEd Cavite's bid to continuously improve service delivery and customer satisfaction to all our clientele, this Office intends to ensure that pending transactions shall be prevented in case the authorized signatories are in official travels, attending to critical and/or urgent concerns or on official leave.

2. Below is the list of authorized signatories and respective alternates:

PARTICULARS	AUTHORIZED SIGNATORY	ALTERNATE SIGNATORY (In Order of Designation)
Disbursement Voucher (DV)	DV Box C – Cherry D. Bayot	None; however initial of Ms. Elenita Feraer or Ms. Maribel Rojo may be considered in case of the absence of the authorized signatory.
Disbursement Voucher (DV)	DV Box D – Cherrylou D. De Mesa	Elias A. Alicaya Jr. Verna C. Cabaya
Checks	Cherrylou D. De Mesa Laura R. Crema	Elias A. Alicaya Jr. Verna C. Cabaya
Obligation and Request Status and Budget Utilization Request and Status	Joel M. Solis	None; however initial of Ms. Jennifer Tolica may be considered in case of the absence of the authorized signatory.



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Travel Order	Travel within CALABARZON of all school heads except school heads, Officers-In-Charge (OICs) and Teacher In-Charge (TICs)	Verna C. Cabaya Elpidia B. Bergado Diana P. Topacio
	Elias A. Alicaya Jr. Regular monitoring of Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) personnel	Verna C. Cabaya
	Elpidia B. Bergado – CID Diana P. Topacio - SGOD	
	All travel of Schools Division Office (SDO) personnel, school heads, OICs, and TICs	Elias A. Alicaya Jr. Elpidia B. Bergado Dianna P. Topacio Verna C. Cabaya
Management of Incoming Communication	Cherrylou D. De Mesa	Elias A. Alicaya Verna C. Cabaya Elpidia B. Bergado Diana P. Topacio
Special Order – Change of Status and Reinstatement	Cherrylou D. De Mesa	Elias A. Alicaya Jr. Verna C. Cabaya Elpidia B. Bergado
Leave Form	Leave of absence for less than 29 days of school – based personnel except school heads, OICs, and TICs	Elpidia B. Bergado Diana P. Topacio
	Elias A. Alicaya Jr.	
	All leave of absence for more than 30 days	Elias A. Alicaya Jr. Elpidia B. Bergado
	Cherrylou D. De Mesa	






	Leave of absence of all SDO Personnel  Cherrylou D. De Mesa	Elias A. Alicaya Jr. Verna C. Cabaya Elpidia B. Bergado
Indorsements: Transfer, resignation	Cherrylou D. De Mesa	Elias A. Alicaya Jr. Verna C. Cabaya

3. It is therefore the responsibility of the designated alternates to ensure that all required documents are properly complied and checked before signing.

4. Immediate dissemination of this Memorandum is highly desired.

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