

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



June 28, 2017

DIVISION MEMORANDUM NO. 2 4 4 s., 2017

## DESIGNATION OF ALTERNATE SIGNATORIES FOR OFFICIAL DOCUMENTS

OIC, Assistant Schools Division Superintendent TO: 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	ALTERNATE
	SIGNATORY	SIGNATORY
		(In Order of Designation)
Disbursement	DV Box C -	None; however initial of
Voucher (DV)	Cherry D. Bayot	Ms. Elenita Feraer or Ms.
V0000101 (5-1)		Maribel Rojo may be
		considered in case of the
		absence of the authorized
	The state of the s	signatory.
Disbursement	DV Box D -	Elias A. Alicaya Jr.
Voucher (DV)	Cherrylou D. De Mesa	Verna C. Cabaya
Checks	Cherrylou D. De Mesa	Elias A. Alicaya Jr.
	Laura R. Crema	Vema C. Cabaya
Obligation and	Joel M. Solis	None; however initial of
Request Status and	A SALESTAN PROPERTY AND A SALESTAN A	Ms. Jennifer Tolica may
Budget Utilization	NO PROPERTY.	be considered in case of
Request and Status	The second secon	the absence of the
	The second secon	authorized signatory.

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## Republic of the Philippines

# Department of Education Region IV-A (CALABARZON) Division of Cavite Trece Martires City, Cavite



	Travel within	Verna C. Cabaya
	CALABARZON of all	Elpidia B. Bergado
	school heads except	Diana P. Topacio
	school heads, Officers-In-	Trans.
	Charge (OICs) and	Towns of the second of the sec
	Teacher In-Charge (TICs)	et orderen en e
THE COLUMN TWO IS NOT		
	Elias A. Alicaya Jr.	
	Regular monitoring of	Verna C. Cabaya
	Curriculum Implementation	TOTAL CONTRACTOR OF THE PROPERTY OF THE PROPER
	Division (CID) and School	
Travel Order	Governance and	
	Operations Division	
Colinaria Colina	(SGOD) personnel	Publishmen
		THE PROPERTY OF THE PROPERTY O
	Elpidia B. Bergado – CID	
	Diana P. Topacio - SGOD	
	All travel of Schools	Elias A. Alicaya Jr.
	Division Office (SDO)	Elpidia B. Bergado
	personnel, school heads,	Dianna P. Topacio
	OICs, and TICs	Verna C.Cabaya
TO THE PROPERTY OF THE PROPERT	Cherrylou D. De Mesa	
Management of	Cherrylou D. De Mesa	Elias A. Alicaya
Incoming	Onen yiou D. De Mesa	Verna C. Cabaya
Communication		Elpidia B. Bergado
		Diana P. Topacio
Special Order –	Cherrylou D. De Mesa	Elias A. Alicaya Jr.
Change of Status and	ondrighta D. Do Wood	Verna C. Cabaya
Reinstatement		Elpidia B. Bergado
	Leave of absence for less	Elpidia B. Bergado
	than 29 days of school –	Diana P. Topacio
	based personnel except	Diana i . i Opaolo
	school heads, OICs, and	
	TICs	
Leave Form		and the second s
AND THE RESERVE OF THE PARTY.	Elias A. Alicaya Jr.	
	All leave of absence for	Elias A. Alicaya Jr.
	more than 30 days	Elpidia B. Bergado
	TAXABLE SIGN	
	Cherrylou D. De Mesa	







# Republic of the Philippines

### Department of Education Region IV-A (CALABARZON)

**Division of Cavite** Trece Martires City, Cavite



	Leave of absence of all SDO Personnel	Elias A. Alicaya Jr. Verna C. Cabaya Elpidia B. Bergado
	Cherrylou D. De Mesa	Lipidia D. Deigado
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.

YLOU D. DE MESA OIC, Schools Division Superintendent



