



Republic of the Philippines
Department of Education

REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-242

To: Rebecca C. Sagot, CESO VI-Assistant Schools Division Superintendent
 Eduard C. Amoguis -Chief Curriculum Implementation Division
 Ramel M. Pilo- Chief School Governance and Operations Division
 Rosalinda N. Dionio- Administrative Officer V

Subject: **DESIGNATION OF ALTERNATE SIGNATORIES**

Date: **July 18, 2023**

- To avoid delay in the processing of documents, the following are hereby designated as alternative signatories in case of the absence of the primary signatories by the reason of official business and other authorized absences, and personal business, to wit:

Document	Primary Signatory	Alternative Signatory
Vouchers, Obligation Request and Status, Annual Procurement Plan (School-Based Feeding Program, National Learning Camp, Surplus and DRMM)	SDS	Administrative Officer V
Itinerary of Travel Documents, Form 7, Working Papers on Claims, Permit to Conduct Study, Reinstatement Documents, Leave Forms (30 days and above), Division Clearances, Authority to Travel of personnel, of which destination is outside Davao Region	SDS	ASDS
Memorandum Orders	SDS	ASDS Chief- CID Chief-SGOD Administrative Officer V

- All alternate signatories shall exercise due diligence in checking the correctness and veracity of the documents before affixing their respective signatures.





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3. The name and the position of the primary signatory shall remain printed in the document; hence, the alternative signatory shall place their name and affix signature below the name of the primary signatory.
4. For information and widest dissemination.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

