



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023-0275

To: Rebecca C. Sagot, CESO VI-Assistant Schools Division Superintendent
Rosalinda N. Dionio- Administrative Officer V

Subject: **DESIGNATION AS ALTERNATE SIGNATORY ON BUDGET REQUESTS DOCUMENTS**

Date: **October 18, 2023**

1. In the exigency of service and to ensure continuous and effective delivery of services, the undersigned hereby designates **MS. REBECCA C. SAGOT, CESO VI- Assistant Schools Division Superintendent** as Alternate Signatory for Special Allotment Release Order (SARO), Sub-Allotment Release Order (Sub-ARO) and Notice of Cash Allocation.
2. Moreover, in cases of absence of the primary signatory and the ASDS are on official business and other authorized absences, the undersigned designates **MS. ROSALINDA N. DIONIO- Administrative Officer V.**
3. All other items in the previously issued memorandum relative to the designation of alternate signatories shall remain in full force and effect.
4. Immediate dissemination of this Memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

