



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



March 18, 2024

DIVISION MEMORANDUM

No. 101, s.2024

**DESIGNATION OF SIGNATORY FOR DISBURSEMENT VOUCHER
 (APPENDIX 32, BOX C)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Unit/Section Heads
 Teaching and Non-teaching Personnel
 This Division

1. In reference to DM no. 02, s. 2024 on the Immediate Removal of Administrative Tasks to Public School Teachers, the Division of Pagadian City office is striving to comply with and act upon what is stated.
2. In line with our commitment to streamlining administrative processes and ensuring efficient financial transactions, this memorandum serves to designate a specific individual as the signatory for Box C of Appendix 32, known as the Disbursement Voucher, for disbursements to schools under specified districts.

CLUSTER	NAME	POSITION
3. ELEMENTARY		
EAST DISTRICT	BEVIRLEE L. OGAO-OGAO	ADMINISTRATIVE ASSISTANT III
CENTRAL DISTRICT	CHERRY S. SON	ADMINISTRATIVE ASSISTANT III
SOUTH DISTRICT	LESHIERY V. VALENCIA	ADMINISTRATIVE ASSISTANT III
WEST DISTRICT	FE T. MANDALONES	ADMINISTRATIVE ASSISTANT III
NORTH DISTRICT	LOUGY T. MONTERO	ADMINISTRATIVE ASSISTANT III
SECONDARY		
JHS & SHS	RIZALYN Q. ERIBUAGAS	ADMINISTRATIVE ASSISTANT III

4. The Administrative Assistant III will be responsible for verifying the accuracy and completeness of disbursement vouchers, ensuring compliance with financial regulations and guidelines, and authorizing disbursements to schools within the designated district.

LST/OSDS/Division Memo
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Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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5. The designation of a specific signatory for Box C of Appendix 32 aims to enhance accountability, transparency, and efficiency in the disbursement process to schools under the specified district. All concerned personnel are requested to adhere to this directive and extend their cooperation to the designated signatory in the execution of their duties.

6. Immediate and wide dissemination of this Memorandum is enjoined.

For the Schools Division Superintendent:


JUDITH V. ROMAGUERA, Ed.D, CESO VI
Assistant Schools Division Superintendent *a*

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