

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL

August 27, 2013

MEMORANDUM:

TO : MRS. CASIANA P. CABERTE – Division Education Supervisor

FROM : SUPT. WILFREDA D. BONGALOS – OIC, Office of the Schools Division
Superintendent

SUBJECT : DESIGNATION AS ONE OF THE ALTERNATE SIGNATORY OF ALL
DISBURSEMENTS CHARGEABLE AGAINST PERSONAL SERVICES
ACCOUNT AND MOOE ACCOUNT, Including Liquidation Reports
of Funds downloaded to all Elementary and Secondary Schools

To further enhance the financial operations of the agency and achieve more efficiency in the delivery of basic services to our clientele, you are hereby designated as one of my alternate signatory to all disbursements chargeable against the following MDS accounts maintained with Development Bank of the Philippines – Tagbilaran City Branch, as follows:

1. MDS Personal Services Account No. 2000-307-807
2. MDS MOOE Account No. 2000-327-800
3. MDS TL/RG/AP Account No. 2000-317-803

Further, you are authorized to review and approved all Liquidation Reports submitted from all Elementary and Secondary Schools pertaining to School MOOE, SBM Funds, SBRMS Funds, Breakfast Feeding Funds and Other Financial Subsidy downloaded to the Implementing Units.

To properly comply with established rules and regulations, you are directed to process your bonding application with the Bureau of Treasury. Please coordinate with the personnel in-charge of finance unit to facilitate the inclusion of your signature with our authorized government depository banks.

This memorandum shall take effect immediately.