



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Road Extension, Baguio City



**Office of the Schools Division Superintendent**

**MEMORANDUM NO. 166, S. 2017**

To : All Public Elementary and Non-Implementing Secondary School Heads  
Public Elementary and Non-Implementing Secondary School **Bookkeepers**  
and **Disbursing Officers**

Subject: **New Signatory and Deadline of Schools Operating Budget (SOB)**

Date : July 5, 2017

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This is to announce to the field that effective today, the new signatory of the Schools Operating Budget (SOB) is as follows:

**SORAYA T. FACULO, PH.D.**  
**Officer in Charge**  
**Office of the Assistant Schools Division Superintendent**

Further, the new deadline of submission of the SOB to the bookkeepers will be on or before the 10<sup>th</sup> of every month.

Immediate dissemination of this memorandum and strict compliance of all concerned is enjoined.

  
**FEDERICO P. MARTIN, Ed.D., CESO VI**  
**Schools Division Superintendent**