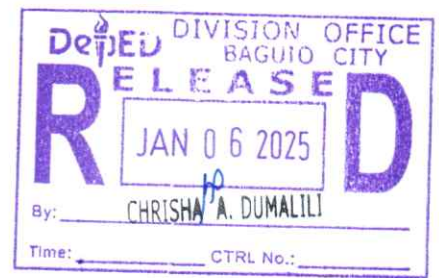




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



January 2, 2024

DIVISION MEMORANDUM

No. **021-2025**

**DESIGNATION OF ADMINISTRATIVE OFFICERS II AS AUTHORIZED SIGNATORIES FOR SPECIFIC FINANCIAL TRANSACTIONS IN NON-IMPLEMENTING UNIT SCHOOLS**

To: Public Schools District Supervisors  
 Public School Heads  
 School-based Administrative Officers II  
 All Others Concerned

1. In reference to DepEd Order No. 17, s. 2024, which amends the provisions of DepEd Order No. 001, s. 2023, regarding signing authorities for financial matters within the Department of Education, this office designates all the school-based Administrative Officers II as authorized signatories for specific financial transactions in non-implementing unit schools.

2. The details are as follows:

Name	School assignment/s	Transaction/Activity
Alban, Aiza B.	Andres Bonifacio ES	Signing Official for Check, Advice of Checks Issued and Cancelled (ACIC) and Part II of LDDAP-ADA form
Alban, Robert B.	Aguinaldo ES	
Alingbas, Mel W.	Lucban ES	
Atimpao, Charlie P.	Pacday Quinio ES	
Ayyang, Delfin S.	Fort del Pilar ES	
Badol, Marie Liza T.	Dontogan ES	
Bantic, Gina S.	Magsaysay ES	
Bautista, Eleonor Grace V.	San Carlos Heights ES	
Bohol, Randy R.	Pinsao ES	
Cister, Jillian Joy K.	Baguio Country Club ES	
Dacay, Djaizelle P.	Apolinario Mabini ES	
Daniwis, Dennis E.	Doña Aurora ES	
Delos Reyes, Rachell F.	Baguio SPED Center	
Dumalsin, Paul Ellison S.	Joaquin Smith NHS	
Eguia, Phoebe F.	Josefa Cariño ES	
Fagyan, Bonnaih D.	San Luis ES	
Fortea, Apple Joy T.	Bakakeng ES	
Gacutan, Julianne Mae A.	Camp 7 ES	
Garcia, Rachelle D.	Springhills ES	
Hull, Alma G.	Pinsao NHS	
Lagasca, Maria Suzzette S.	Alfonso Tabora ES	
Laureano, Lea Marie B.	Loakan ES	
Libangen, Lester K	Doña Nicasia ES	
Milan, Alice D.	San Vicente ES	
Naron, Airah Kaye D.	Manuel L Quezon ES	
Olba, Omar D.	Holyghost Ext. ES	
Pasul, Evelyn A.	Crystal Cave ES	
Rabara, Elsa M.	Don Mariano ES	
Salisa, Elvie F.	Fairview ES	
Tigcangay, Raquel Janelle S.	Pinget ES	
Tolentino, Don Jose C.	Baguio Central School	
Torres, Patricia Veronica B.	Gibraltar ES	



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Bartolome, Jamie Lou D.	Dominican-Mirador ES Dominican-Mirador NHS	Signing Official for Check, Advice of Checks Issued and Cancelled (ACIC) and Part II of LDDAP-ADA form
Busaing, Beverly S.	Quirino Hill ES Pinget NHS	
Cachero, Marife O.	Adiwang ES Roxas ES	
Cacho, Engelbert A.	Happy Hollow ES Happy Hollow NHS	
Carbonel, Belin A.	Quezon Hill ES Quezon Hill NHS	
Codley, Isheen Leva B.	Hillside NHS Doña Aurora NHS	
Cosi, Fevie B.	Kias ES BCNHS-Fort Del Pilar NHS	
Estigoy, Christina L.	Lindawan ES Lindawan NHS	
Lomas-e, Lorraine Marc B.	Rizal ES Rizal NHS	
Lomasok, Catalina A.	Sto. Tomas ES Sto. Tomas NHS	
Ngagan, Lesner A.	DAHB ES Bakakeng NHS	
Tudias, Benjamin Jr L.	Brookspoint ES Laurel ES	
Escobar, Nemhel D.	Elpidio Quirino ES Irisan ES	

3. The aforementioned AOs are advised to process their applications for bonding/ fidelity bonds at the soonest possible time.
4. Administrative Officers (AOs) handling two schools will receive assistance from the assigned Administrative Assistants or Administrative Aides in their respective schools in preparing financial documents.
5. For information, guidance and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent