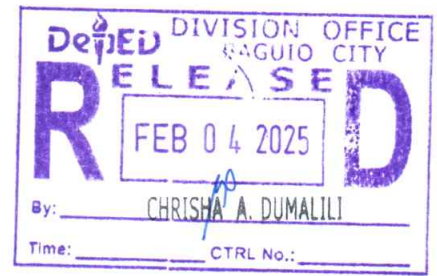




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 3, 2024

DIVISION MEMORANDUM

No. **095-2025**

AMENDMENT TO 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. To streamline financial processes and ensure proper authorization within the schools, and in light of the separation and promotion of certain school-based Administrative Officers II, this Office hereby amends the designation of specific Administrative Officers II as authorized signatories for particular financial transactions in non-implementing unit schools.

2. The following are the details:

Name	School/s		Transaction/Activity
	Primary Assignment	Secondary Assignment	
Billy, Berson C.	Adiwang ES	-	Signing Official for Check, Advice of Checks Issued and Cancelled (ACIC) and Part II of LDDAP-ADA form
Daniwis, Dennis E.	Doña Aurora ES	Brookspoint ES	
Delos Reyes, Vivian V.	Elpidio Quirino ES	Irisan ES	
Garcia, Rachelle D.	Springhills ES	Laurel ES	
Milan, Alice D.	San Vicente ES	San Vicente NHS	
Rabara, Elsa M.	Don Mariano ES	Lucban ES	
Tigcangay, Raquel Janelle S.	Pinget ES	Pinget NHS	

3. In the event that vacant positions are filled or additional AOs are appointed, the AOs currently assigned to the secondary schools will be automatically relieved of their duties as signing officials.

4. All other provisions outlined in the previous memorandum shall remain in effect.

5. For information, guidance and strict compliance.

SORAYA T. FACULO PhD, CESO VI
 Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
 Officer-in-Charge

Assistant Schools Division Superintendent

ASDS/AS/nde

