



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

MLA-2022-OSDS- 045

To : **(Mrs.) MARIFE C. RALLOS**
Administrative Officer IV

From : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *(Signature)*

Subject : **DESIGNATION AS ADMINISTRATIVE SERVICES
AUTHORIZED SIGNATORY**

Date : June 1, 2022

1. In the exigency of service and in lieu of the study leave of Dr. Aquilino T. Milar Jr., Administrative Officer V of the Division of City Schools – Tagbilaran City, you are hereby designated as Authorized Signatory of the Administrative Services of this Division.

Your designation shall be effective immediately until such time Dr. Milar returns to duty.

2. The following shall be the pertinent documents you are authorized to sign:
 - a) Provident Loan Application
 - b) CSC Form 33 (Appointment)
 - c) GSIS Claims
 - d) PhilHealth Er-2 Form for New Employees
 - e) Bureau of the Treasury - List of Bonded Accountable Public Officers Form
 - f) Division clearance, under Administration Sector (Property Accountability)
3. This designation does not carry any monetary remuneration but this could be an avenue for your career upward progression.

JIAL/CPC/ASDS/CPC/afvp



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