



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

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Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**  
**MLA-2022-OSDS- 102**

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

From : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent *JIL*

Subject : **ADDENDUM TO DIVISION MEMORANDUM**  
**MLA-2022-OSDS-095**

Date : June 8, 2022

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1. Designated as Authorized Signatory of the Administrative Services of this Division, you shall also be given access to enrollment of bonds through the Online Fidelity Bonding System of the Bureau of the Treasury.

In addition, you shall also be authorized to sign the following documents:

- a) Summary of the Computation of Salary
  - b) Pag-IBIG Computation of Claims and Loans
  - c) Pag-IBIG-related letters and indorsements
2. All other provisions of Division Memorandum MLA-2022-OSDS-095 not consistent with this memorandum shall remain in effect.
  3. For your guidance and compliance.

