



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

March 9, 2020  
Date

Office Memorandum  
No. 08, s.2020

To : Assistant Schools Division Superintendent/ OIC-ASDS  
Chief, Functional Divisions  
Education Program Supervisors  
Education Program Specialists  
Heads, Sections/ Units  
All Division Office Personnel  
All Others Concerned

SUBJECT : AUTOMATIC ALTERNATE SIGNATORIES

1. Pursuant to the provisions of Republic Act 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Act of 2018” and its Implementing Rules and Regulations, this Office hereby disseminates the names of the Automatic Alternate Signatories of the Division Key Officials in the event that they will be on official business or on official leave.

Name of Official	Office/Section /Unit	First Alternate Signatory	Second Alternate Signatory	Third Alternate Signatory/ Remarks
Bianito Dagatan	OSDS	Marina Salamanca	Casiana Caberte	Some documents delegated to Dr. Luga as COS-CO
Marina Salamanca	ASDS	Casiana Caberte	Vitaliano Luga	
Casiana Caberte	ASDS/CID	Herminilda Gracio	Felix Galacio, Jr.	
Desiderio Deligero	SGOD	Debra Sabuero	Evelyn Marapao	Maulitte Yap
Fermin Albutra	AOV-Admin	Judith Apale	Lilian Baloria	N. Gretli Fostanes
Ma. Victoria Jaspe	AOV-Budget	Rhea Arao-Arao	Josefina Ursos	All routine transactions except prior yrs AP
Alodia Calunsag	OIC Acct	Ralf Renz Rapirap	Marlon Iacia	
Dina Florence Talan	ITO	Mary Ann Rata	Miriann Jale Castillon	
Victoriano Cemini	Cashier	Lemuel Ungab	-	
Lilian Baloria	Supply Officer	Amando Relampagos	Gretli Fostanes	Fermin Albutra



Name of Official	Office/Section /Unit	First Alternate Signatory	Second Alternate Signatory	Third Alternate Signatory/ Remarks
Nicanora Gretli Fostanes	Records Officer	Jose Alvin Hontucan	Judith Apale	Fermin Albutra
Judith Apale	AOIV-HRMO	Felipe Platino	Nicanora Gretli Fostanes	Fermin Albutra
Atty Vanessa Quijano	Legal Officer	Fermin Albutra	Guy Aranjuez	Bianito Dagatan
Felipe Platino	DPSU	Chilita Acebes	Demetria Galban	Fermin Albutra
Wee Villaver	PMU	Vilma Diez	Frances Melencion	Pablito Villalon
Domingo Lamoste	PFU	Samuel Fullido	Maridette Laron	
Amelia Cortidor	Planning and Research	Ma. Maulitte Yap	Eva Delusa	Debra SAbuero
Marites Cimeni	HRDO	Mildred Piquero	Angelette Remolador	
Justina Arac	Internal Control	Marlon Lacea	Josefina Duroy	Alodia Calunsag
Dr. Ma. Aurora Lumaad	Medical	Dr. Vina Maslog	Clinio Galviso	

2. A Key official shall be out of town for official business or on official leave for at least one day for the automatic alternate signatory to take effect. However, each key official shall identify vital documents whose signatory cannot be delegated and properly inform his/her alternate signatories for guidance.
3. Alternate signatory shall ensure that documents to be signed by them are in order and/or complete.
4. For guidance and strict compliance of all concerned.

  
 BIANITO A. DAGATAN EdD CESO V  
 Schools Division Superintendent



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