



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

**Office of the Schools Division  
Superintendent**

October 18, 2021

**DIVISION MEMORANDUM**

No. 904, s. 2021

To : Assistant Schools Division Superintendents  
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	Danilo Gudelosao	Faustino Toradio	Some documents delegated to Mr. Lope Hubac as COS-CO
Danilo Gudelosao	ASDS	Faustino Toradio	Lope Hubac	
Faustino Toradio	ASDS	Lope Hubac	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 routinary transactions except prior yrs AP
Gabina Ladaran	Accountant	Ralf Renz Rapirap	Marlon Lacia	
Dina Florence Talan	ITO	Mary Ann Rata	Mirian Jale Castillon	
Victor Cimini	Cashier	Lemuel Ungab		
Lilian Baloria	Supply Officer	Armando Relampagos	Fermin Albutra	Gretli Fostanes



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Name of Official	Office/Section/Unit	First Alternate Signatory	Second Alternate Signatory	Third Alternate Signatory/Remarks
Nicanora Gretli Fostanes	Records Officer	Jose Alvin Hontucan	Fermin Albutra	Judith Apale
Judith Apale	AOIV-HRMO	Felipe Platino	Fermin Albutra	Nicanora Gretli Fostanes
Atty. Vanessa Quijano	Legal Officer	Guy Aranjuez	Fermin Albutra	
Felipe Platino	DPSU	Demetria Galban	Fermin Albutra	Chilita Acebes
Pablito Villaron	PMU	Wee Villaver	Vilma Diez	Frances Melencion
Domingo Lamoste	PFU	Samuel Fullido	Maridette Laron	
Amelia Cortidor	Planning & Research	Ma. Maulitte Yap	Debra Sabuero	Eva Delusa
Marites Cimeni	HRDO	Mildred Piquero	Angelette Remolador	
Justina Arac	Internal Control	Alodia Calunsag	Josefina Duroy	Marlon Lacea
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, Ed.D., CESO V**  
 Schools Division Superintendent



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