



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Bohol

**Office of the Schools
 Division Superintendent**

June 17, 2025

DIVISION MEMORANDUM
 No. 366, s. 2025

AUTOMATIC ALTERNATE SIGNATORIES

To: Assistant Schools Division Superintendent
 Chief - CID
 Chief - SGOD
 Education Program Supervisors
 Education Program Specialist
 Heads, Sections/Units
 All Division Office Personnel
 All Other Concerned

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 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
Fay C. Luarez	OSDS	Eduardo A. Ompad		
Eduardo A. Ompad	ASDS	Wilfreda O. Flor	Carmela Restificar	Evelyn Codilla
Wilfreda O. Flor	SGOD	Lope S. Hubac	Evelyn Marapao	Ma. Maulitte Yap
Carmela Restificar	CID	Generosa Castillo	Evelyn Codilla	
Fermin M. Albutra	Admin Office	Judith Apale	Nicanora Gretli Fostanes	
Julie Ann Kristie A. Redillas	Budget Unit	Maria Lourdes L. Mangandake	Mariel Jo A. Lomarda	
Gabina F. Ladaran	Accounting	Diane Cicely A. Jeminez	Liza D. Crescencio	Rufa C. Rapirap
Liza D. Crescencio	Internal Audit Section	Jeberly G. Lopus		
Dina Florence Talan	ITO	Mark Angelo Salamanca		
Victoriano Cimeni	Cashier	Lemuel Ungab		
Lilian Baloria	Supply Office	Joan Choudry	Edwin Mascariñas	



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Name of Official	Office/Section /Unit	First Alternate Signatory	Second Alternate Signatory	Third
Nicanora Gretli Fostanes	Records Section	Fermin M. Albutra	Ma. Terma E. Digamon	Jose Alvin S. Hontucan
Judith Apale	EPS II M&E / Concurrent HR Officer	Nicanora Gretli Fostanes	Fermin M. Albutra	Felipe Platino Jr.
Atty. Jessie Fuentes	Legal Officer	Kenneth T. Lamoste	Fermin M. Albutra	
Felipe Platino Jr.	DPSU	Glenda Tumampos	Demetria Galban	
Pablito Villalon	Procurement Management Unit	Irish Finalyn Ancog		
Domingo Lamoste	Physical Facilities Unit	Samuel Fullido	Jose Floyd Fullido	
Ma. Maulitte M. Yap	Planning & Research	Marina H. Bernasor	Evelyn C. Marapao	
Marites M. Cimeni	HRDO	Elizabeth J. Pido	Ma. Maulitte M. Yap	
Dr. Ma. Aurora Lumaad	Medical	Kris Michelle D. Nambatac, DMD	Rosemarie R. Reños, RN	

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 signatory/ies 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.


FAY C. LUAREZ EdD PhD TM CESO VI
OIC -Schools Division Superintendent 