



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

**Office of the Schools Division
Superintendent**

10/24/2025

OFFICE ORDER

OSDS/CID/SGOD-2025-01

To: Adelene Grace P. Mende
Rufa C. Rapiro
Cherrymie B. Colarte

AUTHORITY TO SIGN ALS TRAVEL ALLOWANCE CLAIM DOCUMENTS

In the exigency of the service and to ensure the timely processing of Alternative Learning System (ALS) travel allowance claims, the following personnel are hereby authorized to sign documents related to the ALS travel allowance claims covering the period **January to April 2025**:

1. **Adelene Grace P. Mende** – Administrative Officer II
2. **Rufa C. Rapiro** – Administrative Assistant III
3. **Cherrymie B. Colarte** – Administrative Assistant III

This authority covers the signing of travel itineraries and other supporting financial documents pertaining to the processing and payment of ALS travel allowance claims, subject to existing accounting, auditing, and civil service rules and regulations.

Issued this 23rd day of October 2025, at the Schools Division Office of Bohol, Tagbilaran City, Philippines.


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