

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

February 4, 2025

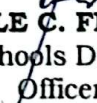
MEMORANDUM TO: **EVA S. TOLENTINO**
Administrative Officer V

In view of the home visit of the undersigned, you are hereby authorized to sign the following documents from February 6 & 7, 2025:

1. Disbursement Voucher
2. Checks
3. Advice of Checks Issued and Cancelled (ACIC)
4. List of Due and Demandable Accounts Payable (LDDAP)
5. Endorsement Letter for Incoming School Head
6. Authority to Transfer Accountability
7. Reversal of Accounts Payable (AP)
8. LDDAP-Internal Creditors Enrollment

A summary report on the said documents signed by you should be submitted upon her return.

For guidance and compliance.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
052-8114003
catanduanes@deped.gov.ph
www.deped.gov.ph/catanduanes
DepEd Tayo - Region V - Catanduanes