



Republic of the Philippines
Department of Education

REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: _____	DATE: 16 APR 2026
RELEASED	

**Office of the Schools Division
 Superintendent**

16 APRIL 2026

OFFICE MEMORANDUM

No. **076**, s. 2026

**DESIGNATION AS
 DIVISION ACCOUNTANT'S ALTERNATE SIGNATORY FOR
 LDDAP-ADA**

To : MERRY FE B. ONGGAL
 Administrative Assistant III
 This Division

1. In the exigency of service, you are hereby designated as the alternate signatory of the Accountant in her absence for the List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA) document for internal financial transactions only such as payment for salary and other benefits, school MOOE, travel and mobile reimbursement.
2. You shall be automatically designated as the signatory during the official travel/leave of absence of the Accountant.
3. For immediate and widest dissemination.

VIRGILIO P. BATAN JR., CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

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