



28 MAY 2026

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

2026-05-28 21

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

May 25, 2026

Division Memorandum  
No. 258 s. 2026

**DESIGNATED ALTERNATE SIGNATORIES TO SIGN VARIOUS DOCUMENTS AT THE BUDGET OFFICE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Division-based Personnel  
School Heads, Elementary and Secondary  
All Personnel Concerned

1. To ensure the efficient delivery of basic education services, this Office designates alternate signatories for the continuous processing of transactions when the Administrative Officer V (Finance) is on official travel, on official leave, or attending to urgent concerns.

2. Below is the order of authorized alternate signatories:

No.	NAME	DESIGNATION
1.	Ricky A. Albia	Administrative Assistant III
2.	Mary Grace V. Barbonio	Administrative Assistant I

3. They are authorized to sign official documents such as:

- a. Obligation Request and Status (ORS);
- b. Budget Utilization Request and Status (BURS);
- c. Work and Financial Plan, and
- d. Budget Template

4. All alternate signatories shall exercise due diligence in checking the correctness and veracity of the documents, and consult with the Budget Officer by any means possible before affixing their respective signatures.

5. For information and immediate dissemination.

Rec'd:  
*Marshia B. Bient*  
5/28/2026

*Maria Magnolia F. Brioso*  
**MARIA-MAGNOLIA F. BRIOSO**  
OIC-Schools Division Superintendent



**IRIGA SPRINGS**

Sa Serbisyang Tapat at Mangap,  
Edukasyon ay Dekalidad!

Sto. Domingo, Lungsod Iriga  
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