



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



DIVISION MEMORANDUM

No. 267, s. 2025

18 Jul 2025

ASSIGNMENT OF ALTERNATES IN THE ACCOUNTING UNIT

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In the exigency of service, please be informed that the following Accounting Unit personnel are hereby assigned as alternates effective July 21, 2025 to ensure the continuous delivery of accounting services during the absence of personnel who are primarily responsible in performing the attached duties and responsibilities of their respective designations:

PRIMARY	FIRST ALTERNATE	SECOND ALTERNATE
Rhea A. Gallano-Mojica	Reinalyn M. Albano	Aileen R. Necio
Reinalyn M. Albano	Aileen R. Necio	Kim Beverly A. Albino
Aileen R. Necio	Reinalyn M. Albano	Cream Erlyn T. Arong
Cream Erlyn T. Arong	Adrian E. Calvendra	Kim Beverly A. Albino
Adrian E. Calvendra	Cream Erlyn T. Arong	Kurt Brickz A. Albino
Kim Beverly A. Albino	Nessa Gayla C. Gabiana	Reinalyn M. Albano
Marilou P. Moralina	Kurt Brickz A. Albino	Nessa Gayla C. Gabiana
Nessa Gayla C. Gabiana	Kim Beverly A. Albino	Marilou P. Moralina
Kurt Brickz A. Albino	Marilou P. Moralina	Adrian E. Calvendra

2. In the absence of the Division Accountant due to official leave, or attendance in other official business/activity, alternate shall take over the following responsibilities:
 - a. Review and sign urgent reports/finance documents required which need to be originally signed
 - b. Respond to concerns/queries
 - c. Represent the Accountant on meetings/seminars/activities
3. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent

Edenia O. Libranda

OSDS/PROPER 007 **EDENIA O. LIBRANDA** Schools Division Superintendent
107/18/2025 Assignment of Alternates in the Accounting Unit

SUSAN DL. ORIBIANA
Schools Division Superintendent

Date:



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