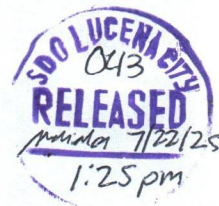




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



22 Jul 2025

DIVISION MEMORANDUM

No. 270, s. 2025

ASSIGNMENT OF ALTERNATES IN THE CASH UNIT

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

1. In the exigency of service, please be informed that the following Cash Unit personnel are hereby assigned as alternates effective July 22, 2025 to ensure the continuous delivery of cash services during the absence of personnel who are primarily responsible in performing the attached duties and responsibilities of their respective designations:

PRIMARY	ALTERNATE
MARIA ELEANOR A. PINZA	JOANA MARIE Y. CARANDANG / MARY GRACE D. LIANILLO
JOANA MARIE Y. CARANDANG	MARY GRACE D. LIANILLO
MARY GRACE D. LIANILLO	JOANA MARIE Y. CARANDANG

2. In the absence of the Division Cashier due to official leave, or attendance in other official business/activity, alternate shall take over the following responsibilities:
 - a. Review and sign urgent reports/documents
 - b. Respond to concerns/queries
3. Immediate dissemination of this Memorandum is desired.

Date: 2025.07.22
13:03:04 +08'00'

SUSAN DL. ORIBIANA
Schools Division Superintendent

OSDS/PROPER / MEAP / DM – Assignment of Alternate in the Cash unit
001 / 07/22/2025