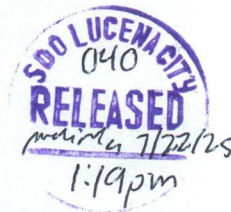




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



22 Jul 2025

**DIVISION MEMORANDUM**

No. 271, s. 2025

**ASSIGNMENT OF ALTERNATES IN THE BUDGET 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 Budget Unit personnel are hereby assigned as alternates effective July 22, 2025 to ensure the continuous delivery of budget services during the absence of personnel who are primarily responsible in performing the attached duties and responsibilities of their respective designations:

PRIMARY	ALTERNATE
MARIA KATHERINE A. PANGANIBAN	MIRELLA D. TALABONG
MIRELLA D. TALABONG	MARY EDEN A. MALACAD
MARY EDEN A. MALACAD	MIRELLA D. TALABONG

2. In the absence of the Division Budget Officer 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 required which need to be originally signed
  - b. Respond to concerns/queries
3. Immediate dissemination of this Memorandum is desired.

Date: 2025.07.22  
11:47:08 +08'00'

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent

OSDS/BUD / MAP / DM – Assignment of Alternate in the Budget Unit  
004 / 07/22/2025