

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila


September 20, 2010

MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Officers In- Charge
Heads of Administrative Units

For the information and guidance of the field, attached is Office Order No. 67, s. 2010 from Hon. Herbert Bautista, mpa, mnsa, Mayor, Quezon City, dated August 20, 2010 relative to the designation of Mr. Vicente T. Villacencio, Machine Operator II, City Budget Office, as Disbursement Officer for the Quezon City Gender and Development Resource and Coordinating Office, which is self-explanatory.

Wide dissemination of this Memorandum is desired.


CORAZON C. RUBIO
Asst. Schools Division Superintendent
Officer In-charge



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR



Herbert M. Bautista mpa m nsa

AUG 25 2010

OFFICE ORDER NO. 67
SERIES of 2010

In the interest of the service, **MR VICENTE T VILLACENCIO**, Machine Operator II, City Budget Office, this city, is hereby designated as Disbursement Officer in the amount of **Ten Thousand Pesos (P10,000.00) only** for the Quezon City Gender and Development Resource and Coordinating Office.

It is understood that the disbursement of such cash advance shall be in accordance with pertinent auditing and accounting rules and that the same shall be liquidated as soon as the purpose therefore has been served.

This order shall remain effective unless sooner revoked in writing.

Issued, 20 August 2010, Quezon City

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