



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



Office of the City Schools Division Superintendent

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Division Memorandum No. 367, s. 2016

TO: **JAKE LLOYD S. VENCIO**  
Administrative Assistant III *M*

FROM: *[Signature]*  
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent *M*

SUBJECT: **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON  
BEHALF OF THE ACCOUNTANT III**

DATE: **July 18, 2016**

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in the absence of the Accountant III on July 18, 2016.
2. As such, you are authorized to sign the following documents:
  - a) Cash Disbursement Register
  - b) Disbursement Voucher
  - c) Purchase Order
  - d) Purchase Request
  - e) Liquidation Report
  - f) LDDAP-ADA
  - g) Summary of LDDAP-ADA Issue and Invalidated ADA Entries
  - h) Authority to Travel
  - i) Obligation Request
  - j) Form 6 – Leave Form
  - k) Transmittal
3. For your compliance.

DepEd Schools Division of Digos

**RELEASED**  
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Date: **JUL 18 2016** Time: 2:33

By: *[Signature]*