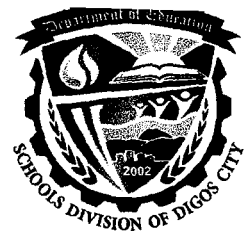




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI

Schools Division of Digos City
Digos City



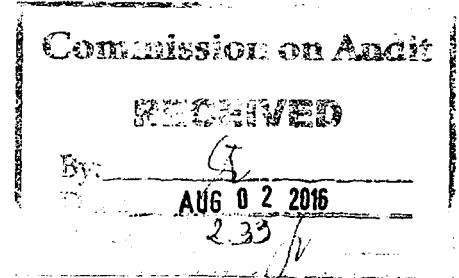
DIVISION MEMORANDUM NO.: 402, s. 2016

TO : **HEIDI B. ESCALONA**
Administrative Assistant III

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

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

DATE : August 1, 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 August 2, 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 Issued and Invalidated ADA Entries
 - h. Authority to Travel
 - i. Obligation Request
 - j. Certificate of Last Payment
 - k. Provident Loan Application
 - l. Remittance Listing for GSIS, PHIC and HDMF
3. For your compliance.

DepEd Schools Division of Digos
RELEASED
Date: AUG 02 2016 Time: 12:00 PM
By: *[Signature]*