

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



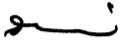
Office of the City Schools Division Superintendent

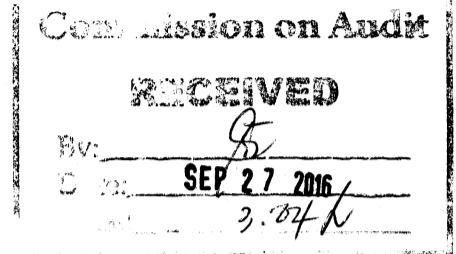
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Email address: [depeddigos7@gmail.com](mailto:depeddigos7@gmail.com)

Division Memorandum No. 549, s. 2016

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

FROM:   
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent *gr*



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

DATE: September 26, 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 September 26-30, 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.

