



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




Office of the City Schools Division Superintendent

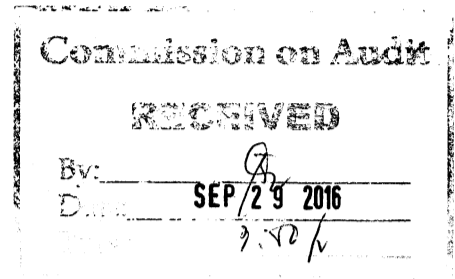
Telefax No.: 0825538396; 0825538376

Email address: depeddigos7@gmail.com

Division Memorandum No. 554, s. 2016

TO: **MARY SOL S. ROSALITA**
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 27, 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 29-30, 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.

DepEd Schools Division of Digos

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Date: SEP 27 2016 Time: 5:10
By: 