



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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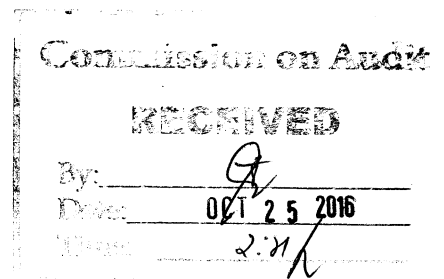
Division Memorandum No. 635, s. 2016

TO: **BONAFE CATHRINE G. BURGOS**  
Administrative Assistant III

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

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

DATE: October 25, 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 the afternoon of October 25, 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
  - l) Order of Payment
  - m) And other reports and documents which requires the signature of the Accountant III
3. For your compliance.

DepEd Schools Division of Digos

**RELEASED**  
10029

Date: **OCT 25 2016** TIME: 1:00 PM

