



Republic of the Philippines
Department of Education
REGION XI



City Schools Division of Digos

Office of the City Schools Division
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396

Fax No. (082) 553-8396

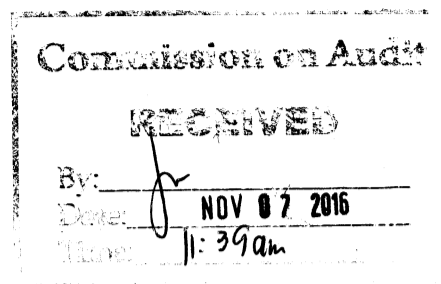
DIVISION MEMORANDUM NO. 668 s. 2016

TO : **MARY SOL S. ROSALITA**
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 : November 4, 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 November 11, 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. Form 6 – Leave Form
 - k. Transmittal
 - l. Order of Payment
 - m. And other reports and documents which require the signature of the Accountant III
3. For your compliance.

DepEd Schools Division of Digos

RELEASED
10367

Date: **NOV 07 2016** Time: **10:45am**

By: *[Signature]*