

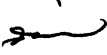


Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



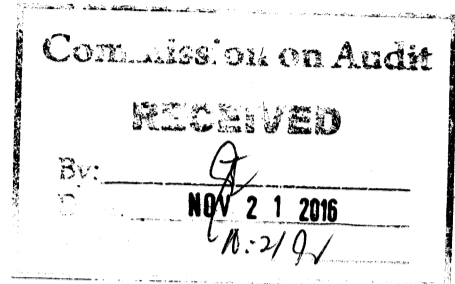
DIVISION MEMORANDUM NO. 708 s. 2016

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

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

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

DATE : November 18, 2016



1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial documents in the absence of the Accountant III for her attendance to the Orientation on the DBM – Unified Reporting System on November 21, 2016.
2. As such, you are authorized to sign the following documents:
  - a. Cash Disbursement Register
  - b. Disbursement Voucher
  - c. Purchase Order
  - d. Liquidation Report
  - e. LDDAP-ADA
  - f. Summary of LDDAP-ADA Issued and Invalidated ADA Entries
  - g. Authority to Travel
  - h. Obligation Request
  - i. Form 6 – Leave Form
  - j. Transmittal
  - k. Order of Payment
  - l. And other reports and documents which require the signature of the Accountant III
3. For your compliance.

DepEd Schools Division of Digo:

