



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. 779 s. 2016

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

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

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

DATE : December 12, 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 December 13, 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 Digo

RELEASED 11842
Date **DEC 13 2016** TIME 11:00 AM

By: *[Signature]*