

FILE



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

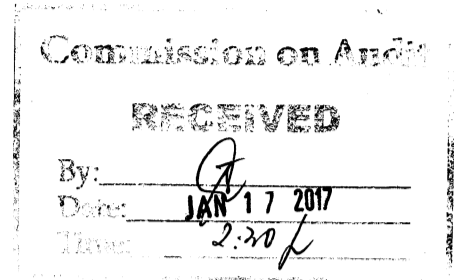
DIVISION MEMORANDUM NO.: 024 s. 2017

TO : **NEPTUNE L. TAMBILAWAN**
Administrative Officer V - Budget

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

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

DATE : January 13, 2017



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 January 18, 2017.
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. Certificate of Last Payment
 - j. Provident Loan Application
 - k. Certificate of Payment
 - l. Order of Payment
 - m. Remittance Listing for GSIS, PHIC and HDMF
 - n. All other documents that requires the signature of the Accountant.
3. For your compliance.

City Schools Division of Digos

RELEASED 495

Date: JAN 17 2017 Time: 9:12

By: [Signature]