



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

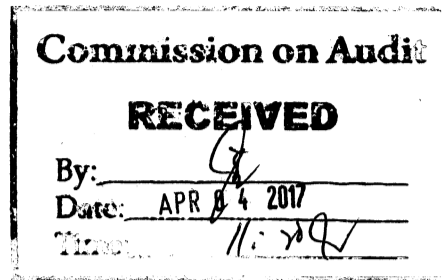
DIVISION MEMORANDUM NO.: 231 s. 2017

TO :   
**NORELIZA A. MISAL**  
Accountant III

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

SUBJECT : **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON  
BEHALF OF THE ADMINISTRATIVE OFFICER V - BUDGET**

DATE : April 3, 2017



1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in instances where the Administrative Officer V-Budget is out on official or personal business.
2. As such, you are authorized to sign the following documents:
  - a. Purchase Request
  - b. Authority to Travel
  - c. Obligation Request and Status
  - d. Financial Accountability Reports
  - e. All other documents that require the signature of the Administrative Officer V-Budget not herein identified.
3. For your compliance.

