



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

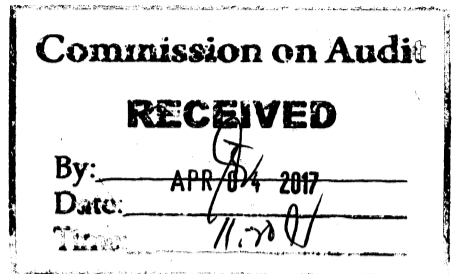
DIVISION MEMORANDUM NO.: 232 s. 2017

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 : 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 Accountant III is out on official or personal business.
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. Certificate of Last Payment
 - h. Provident Loan Application
 - i. Certificate of Payment
 - j. Order of Payment
 - k. Remittance Listing for GSIS, PHIC and HDMF
 - l. All other documents that require the signature of the Accountant III.
3. For your compliance.

City Schools Division of Digos:

