



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

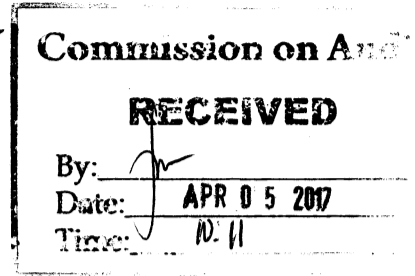
DIVISION MEMORANDUM NO.: 236 s. 2017

TO : **JAKE LLOYD S. VENCIO**
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 AND 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 Accountant III and the Administrative Officer V- Budget are out on official or personal business.
2. As such, you are authorized to sign the following documents:
 - a. Authority to Travel
 - b. Obligation Request and Status
 - c. Purchase Request
 - d. Cash Disbursement Register
 - e. Disbursement Voucher
 - f. Purchase Order
 - g. Liquidation Report
 - h. LDDAP-ADA
 - i. Summary of LDDAP-ADA Issued and Invalidated ADA Entries
 - j. Certificate of Last Payment
 - k. Provident Loan Application
 - l. Certificate of Payment
 - m. Order of Payment
 - n. Remittance Listing for GSIS, PHIC and HDMF
 - o. All other documents that require the signature of the Accountant III.
3. For your compliance.

City Schools Division of Digos

