



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.: 353 s. 2017

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

FROM : **FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI**  
Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

Commission on Audit	
<b>RECEIVED</b>	
By:	
Date:	JUN 05 2017
Time:	8:28 PM

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

DATE : May 31, 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.

DepEd Schools Division of Digos  
**RELEASED**  
 5367  
 Date: JUN 02 2017 Time: 3:22  
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