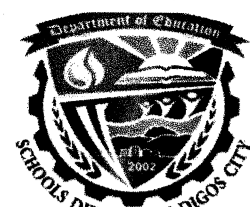




Republic of the Philippines  
 Department of Education  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
 Digos City



Telefax No.: 0825538396; 0825538376  
 Email: [www.sdsdigos@yahoo.com](mailto:www.sdsdigos@yahoo.com)

Office of the City Schools Division Superintendent

**MEMORANDUM**

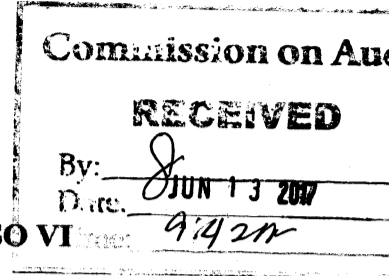
No. **372**, s. 2017

TO : **FRANCIS JUDE D. ALCOMENDRAS** *STW/n*  
 Administrative Officer V

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

SUBJECT : **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS  
 IN BEHALF OF THE OIC-SCHOOLS DIVISION  
 SUPERINTENDENT OR THE CASHIER (ADMINISTRATIVE  
 OFFICER IV)**

DATE : **June 9, 2017**



In the exigency of the service, you are hereby designated as an alternate signatory in the financial transaction of this Office in the absence of the Officer-In-Charge/Schools Division Superintendent or the Cashier (Administrative Officer IV) in view of their leave of absence or absence due to official business or personal reasons, effective immediately.

As such, you are to approve and sign the following documents:

1. Obligation Request;
2. Disbursement Voucher;
3. Request of MOOE Funds;
4. Request of Gulayan sa Paaralan and School Based Feeding Program Funds;
5. Purchase Request;
6. Purchase Order/Contracts (for Shopping and Small Value Procurement only);
7. Abstract of Quotations;
8. BAC Resolutions;
9. Requisition and Issue Slip
10. Requisition and Acceptance Report;
11. Checks;
12. Cash Disbursement Register;
13. Liquidation Report;
14. Advise to Debit Account;
15. Advise of Checks Issued and Cancelled;
16. Bank Payroll Listing;
17. Payroll;
18. Summary of LDDAP-ADA Issued and Invalidated ADA Entries;
19. Authority to Travel;
20. Itinerary of Travel;
21. Certificate of Travel Completed; and,
22. Working paper for the grant of Loyalty Award.

Likewise, you are directed to process your Fidelity Bond for this purpose.

For compliance.

cc:

- Commission on Audit (COA) *Janet*
- Development Bank of the Philippines (DBP) *Janet 6/13/17*
- Land Bank of the Philippines (LBP) *Out 6/13/17*
- Bureau of Treasury (BOT)

RECEIVED BY:  
 LBP - CATHY MARIE JOY NATA

JepEd Schools Division Office

**RELEASED** 5684  
 Date: **JUN 13 2017** Time: **8:19**  
 By: *fv*