



Republic of the Philippines  
**Department of Education**  
REGION XI



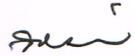
**City Schools Division of Digos**

Office of the City Schools Division  
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396  
Fax No. (082) 553-8396

Division Memorandum No. 210 s. 2016

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 20, 2016

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in instances where Mrs. Tabetha R. Senajon, Administrative Officer V – Budget, will be out on official or personal business.
2. As such, you are authorized to sign the following documents:
  - a. Obligation Request
  - b. Purchase Request
  - c. Financial Accountability Reports
3. All budget documents and certifications of funds availability, like but not limited to Obligation Request, Financial Accountability Reports, Purchase Request, etc., must be countersigned by Helen Payapaya, Administrative Assistant II before you shall sign the same.
4. For your compliance.

DepEd Schools Division of Digos  
**RELEASED**  
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Date: APR 20 2016 Time: 4:35 PM  
By: 