



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



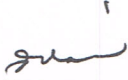
Office of the City Schools Division Superintendent

Telefax No.: 0825538396; 0825538376

Email address: depeddigos7@gmail.com

Division Memorandum No. 213, s. 2015

TO: **BONAFE CATHRINE G. BURGOS**
Administrative Assistant III

FROM: 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent/M

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

DATE: April 22, 2016

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in the absence of the Accountant III on April 22, 2016.
2. As such, you are authorized to sign the following documents:
 - a) Cash Disbursement Register
 - b) Disbursement Voucher
 - c) Purchase Order
 - d) Purchase Request
 - e) Liquidation Report
 - f) LDDAP-ADA
 - g) Summary of LDDAP-ADA Issue and Invalidated ADA Entries
 - h) Authority to Travel
 - i) Obligation Request
 - j) Form 6 – Leave Form
 - k) Transmittal

3. For your compliance.

DepEd Schools Division of Digos

RELEASED
3321

Date: APR 22 2016 Time: 9:29

By: 