

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  
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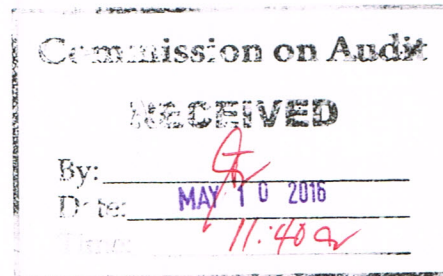
DIVISION MEMORANDUM NO.: 238, s. 2016

TO : **MARY SOL S. ROSALITA**  
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**

DATE : May 10, 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 May 10, 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 Issued and Invalidated ADA Entries
  - h. Authority to Travel
3. For your compliance.

DepEd Schools Division Office - Digos  
**RELEASED** 3814  
Date: MAY 10 2016 Time: 9:08  
By: 