



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



DIVISION MEMORANDUM
No. 179, s. 2020

March 5, 2020

ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON BEHALF OF THE ACCOUNTANT III

To: **MARIA LEONORA P. SALAZAR** - Administrative Assistant III

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial documents in the absence of the Accountant III for her attendance to the Orientation Program Implementation on the Milk Feeding Program Component of the School-Based Feeding Program (SBFP) on March 4-6, 2020 at DepEd Ecotech Training Center, Lahug, Cebu City.

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. Authority to Travel
 - h. Obligation Request
 - i. Form 6 – Leave Form
 - j. Transmittal
 - k. Order of Payment

3. For your compliance.


CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division Office - Digos City
RECORDS SECTION
RELEASED
56165
DATE: 06 MAR 2020 TIME: 3:11
BY: 

EnCLS:
References: Budget and Finance Section
To be indicated in the Perpetual Index under the following subjects:
Alternate Signatory Accounting Memo

ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON BEHALF OF THE ACCOUNTANT III