



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2023- 085

To : **JOEL DEGUILMO**
Accountant I

Subject : Alternate Signatory of the Accountant III

Date : May 2, 2023

In the exigency of the service and to avoid disrupting the Agency's operations, you are hereby designated as alternate signatory of the Accountant III in the instance that she is out on official or personal business for 2 or more working days.

As such, you are authorized to sign the following documents:

- a. Cash Disbursement Register
- b. Disbursement Voucher
- c. Purchase Order
- d. Liquidation Report
- e. List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA)
- f. Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE)
- g. Certificate of Last Payment
- h. Provident Loan Application
- i. Order of Payment
- j. Remittance Listing for GSIS, PHIC and HDMF
- k. Division Clearance
- l. All other documents not enumerated above that require the signature of the Accountant III

All other memoranda inconsistent with this memorandum are hereby repealed or amended accordingly.

This memorandum shall take effect immediately and until rescinded through the issuance of a separate memorandum.

For your information, guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

RELEASED
27-101344

DATE: MAY 03 2023 TIME: 9:48a

BY: *[Signature]*



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396