Division Memorandum No. 367, s. 2016

TO: JAKE LLOYD S. VENCIO
   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: July 18, 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 July 18, 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.