DIVISION MEMORANDUM NO.: 402 s. 2016

TO : HEIDI B. ESCALONA
     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 : August 1, 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 August 2, 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
   i. Obligation Request
   j. Certificate of Last Payment
   k. Provident Loan Application
   l. Remittance Listing for GSIS, PHIC and HDMF

3. For your compliance.