Division Memorandum No. G20 s. 2016

TO: BONAFE CATHRINE G. BURGOS
    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: October 19, 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 October 19-21, 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
   l) Order of Payment
   m) And other reports and documents which require the signature of the
      Accountant III

3. For your compliance.