



Republic of the Philippines  
**Department of Education**  
REGION XI



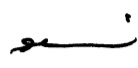
**City Schools Division of Digos**

Office of the City Schools Division  
Superintendent

Tel. No. (082) 553-8375; 553-8376; 553-8396  
Fax No. (082) 553-8396

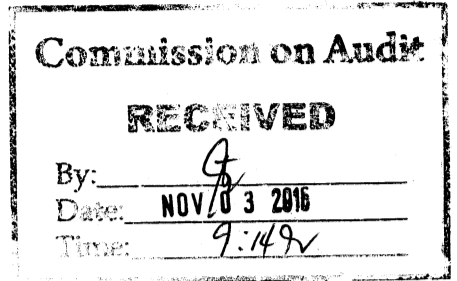
DIVISION MEMORANDUM NO. 653 s. 2016

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 : October 28, 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 November 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. 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.

