



Republic of the Philippines
Department of Education
REGION XI



City Schools Division of Digos

Office of the City Schools Division
Superintendent

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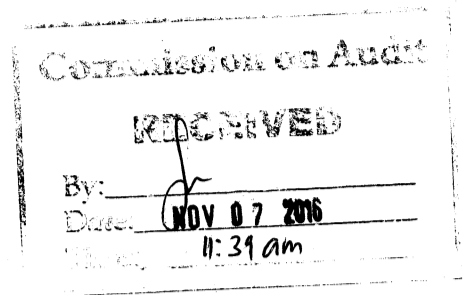
DIVISION MEMORANDUM NO. 667 s. 2016

TO : **JAKE LLOYD S. VENCIO**
Administrative Assistant III
JLV

FROM : **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent
DD

SUBJECT : **ALTERNATE SIGNATORY IN FINANCIAL TRANSACTIONS ON
BEHALF OF THE ACCOUNTANT III**
M

DATE : November 4, 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 7-10, 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.

DepEd Schools Division of Digo:

RELEASED
10366

Date: NOV 07 2016 Time: 10:45 AM

By: *JLV*