Division Memorandum No. 698, 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: November 15, 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 the afternoon of November 15, 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 requires the signature of the Accountant III

3. For your compliance.