




Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



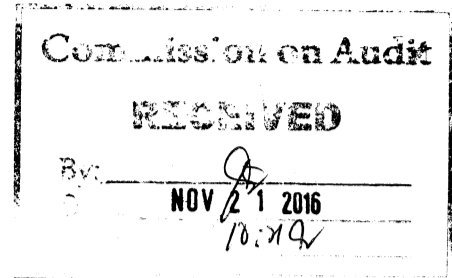
DIVISION MEMORANDUM NO. 709 s. 2016

TO : **NEPTUNE L. TAMBILAWAN**
 Administrative Officer V - Budget

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

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

DATE : November 18, 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 for her attendance to the Annual National Convention of the Philippine Institute of Certified Public Accountants on November 24-27, 2016 at SMX, Lanang, Davao City.
2. As such, you are authorized to sign the following documents:
 - a. Cash Disbursement Register
 - b. Disbursement Voucher
 - c. Purchase Order
 - d. Liquidation Report
 - e. LDDAP-ADA
 - f. Summary of LDDAP-ADA Issued and Invalidated ADA Entries
 - g. Authority to Travel
 - h. Obligation Request
 - i. Form 6 – Leave Form
 - j. Transmittal
 - k. Order of Payment
 - l. And other reports and documents which require the signature of the Accountant III
3. For your compliance.

DepEd Schools Division of Digos

RELEASED

Date: NOV 21 2016 Time: 9:45 AM

By: 