

FILE



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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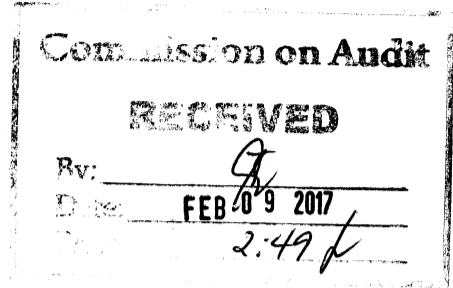
DIVISION MEMORANDUM NO.: 093 s. 2017

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 : February 8, 2017



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 February 21, 2017.
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. Certificate of Last Payment
 - j. Provident Loan Application
 - k. Certificate of Payment
 - l. Order of Payment
 - m. Remittance Listing for GSIS, PHIC and HDMF
 - n. All other documents that requires the signature of the Accountant.
3. For your compliance.

DepEd Schools Division of Digo
RELEASED
Date: FEB 09 2017 Time: 1:13
By: