



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

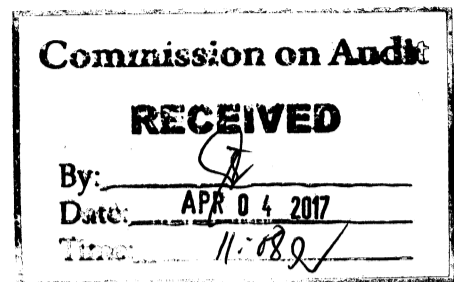
DIVISION MEMORANDUM NO.: 233 s. 2017

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 : April 3, 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 April 7, 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 require the signature of the Accountant III.
3. For your compliance.

City Schools Division of Digos:  
**RECEIVED** 3598  
Date: APR 04 2017 Time: 10:17 AM  
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