DIVISION MEMORANDUM NO.: 353 s. 2017

TO: JAKE LLOYD S. VENCIO
Administrative Assistant III

FROM: FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

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

DATE: May 31, 2017

1. In the exigency of the service, you are hereby designated as an alternate signatory in the financial transactions in instances where the Accountant III is out on official or personal business.

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. Certificate of Last Payment
   h. Provident Loan Application
   i. Certificate of Payment
   j. Order of Payment
   k. Remittance Listing for GSIS, PHIC and HDMF
   l. All other documents that require the signature of the Accountant III.

3. For your compliance.