TO:          MARY SOL S. ROSALITA  
             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:        May 3, 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 May 5, 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 Issued and Invalidated ADA Entries
   h. Authority to Travel

3. For your compliance.