



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.: 244, s. 2016

TO : **MARY SOL S. ROSALITA**  
Administrative Assistant III

FROM : **DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent/4

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

DATE : May 11, 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 12, 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
  - i. Obligation Request
3. For your compliance.

DepEd Schools Division of Digos:

**RELEASED** 3938

Date: MAY 12 2016 Time: iosibaa

By: [Signature]