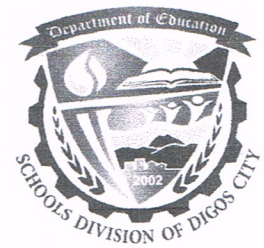




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI

Schools Division of Digos City
Digos City



DIVISION MEMORANDUM NO.: 262, s. 2016

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

FROM : *Dee D. Silva*
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

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

DATE : May 30, 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 31, 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

Date: MAY 31 2016 Time: 9:30 AM

By: *J. P. [Signature]*