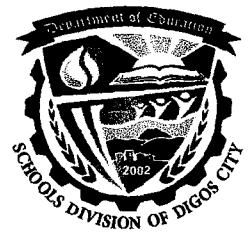




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI

Schools Division of Digos City
Digos City



DIVISION MEMORANDUM NO.: 410, s. 2016

TO : **JAKE LLOYD S. VENCIO**
Administrative Assistant III

FROM : *DS* **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent *m*

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

DATE : August 4, 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 August 4, 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
- j. Certificate of Last Payment
- k. Provident Loan Application
- l. Certificate of Payment
- m. Remittance Listing for GSIS, PHIC and HDMF

3. For your compliance.

DEPED SCHOOLS DIVISION

RELEASED *CAGS*

Date: AUG 04 2016 Time: 12:00

By: *[Signature]*



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI

Schools Division of Digos City
Digos City



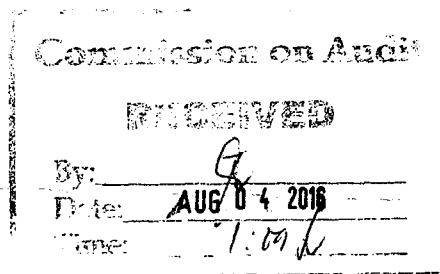
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Schools Division of Digos

RELEASED
6965
Date: AUG 04 2016 Time: 12:00
By: fr