



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division Superintendent


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Division Memorandum No. 439, s. 2016

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

FROM: For and in the absence of the Schools Division Superintendent:


BEVERLY S. DAUGDAUG, ED.D
Chief Education Supervisor
Curriculum Implementation Division *gy.*

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

DATE: August 15, 2016

Commission on Audit

RECEIVED

By: 
Date: **AUG 15 2016**

3.04

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 15-19, 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 Issue and Invalidated ADA Entries
- h) Authority to Travel
- i) Obligation Request
- j) Form 6 – Leave Form
- k) Transmittal

3. For your compliance.

DepEd Schools Division of Digos

RELEASED

AUG 15 2016 Time: 2:43

