



JUL 21 2022

**MEMORANDUM**

**TO :** ALL DIVISION CHIEFS  
ALL HEADS OF OFFICES  
Regional Office

**FROM :** THE ASSISTANT REGIONAL DIRECTOR  
Management Services

**SUBJECT :** CHANGE OF SIGNATORIES ON FINANCIAL  
DOCUMENTS PURSUAN TO DAO NO. 2022-14 (MANUAL  
OF AUTHORITIES ON FINANCIAL MATTERS)

**DATE :** JUL 21 2022

Please be informed that there are changes in signatories of financial documents resulting from the issuance of DAO No. 2022-14 (Manual of Authorities on Financial Matters). Said DAO is already uploaded on the DENR Databank site (<https://databank.denr.gov.ph/views/dashboard/>).

Anent the above, below is the list of financial documents which maybe of importance/interest to your office as document preparers:

DOCUMENT TYPE	PAGE/S
1) Disbursement Voucher	Section II, pages 11, 14, 18 and 20
2) List of Due and Demandable Accounts Payable (LDDAP)	Section II, pages 22, and 23

For your information and guidance.



  
DONNA MAYOR-GORDOVE, CESO IV