



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
Schools Division Office  
**SCIENCE CITY OF MUNOZ**

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**MEMORANDUM**


**Division Memorandum**

No. 11, s. 2019

**TO** : All Non-Fiscally Autonomous School Heads and  
School Designated Finance Staff

**FROM** : **CATALINA P. PAEZ, Phd, CESO VI**  
Schools Division Superintendent

**DATE** : January 28, 2019

  
**WILLIAM RODRICK P. FALLORIN**  
Officer-in-Charge  
Assistant Schools Division Superintendent

**SUBJECT** : **Orientation on the Mode of Disbursement through Checks**

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Relative to the issuance of Audit Observation Memorandum (AOM) No.2018-DOMUÑOZ-014 (2017) dated January 31, 2018 which states that school granted cash advances to principals without finance staff have to open current accounts in the name of the schools and report to the SDO for monitoring purposes. In this regard, an orientation on the mode of disbursement through checks will be conducted to the school heads and designated finance staff on **January 31, 2019, 8:00 am** at the SDO Conference Hall.

Widest dissemination of this Memorandum is desired.