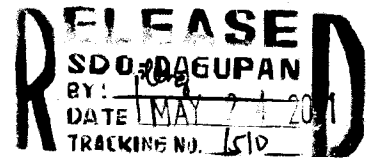


Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent
DIVISION MEMORANDUM

No. 132 s. 2021

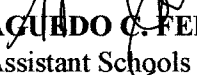
To: **Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads (Non-IUs)
Administrative Assistant II and III (Financial Staff)
All Others Concerned**

From: **THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **WEBINAR ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL
MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM
FUNDS OF NON-IMPLEMENTING UNITS**

Date: **May 24, 2021**

1. The Department of Education issues procedural guidelines relative to the issuance of the Commission on Audit (COA), Department of Budget and Management, and the DepEd Joint Circular No. 2019-1 dated February 04, 2019 entitled **Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds.**
2. It will be held on May 26, 2021 (2:00 PM – 04:30 pm) via Google Meet link: <https://meet.google.com/gvi-yaxi-oay>.
3. Agenda of the webinar are as follows:
 - a. role of school heads and administrative assistants (financial personnel)
 - b. use of checks as form of payment; and
 - c. documentary requirements for every nature of transactions
4. All participants are advised to register and access the link 15 minutes before the scheduled time (02:00 PM) using your deped email account.
5. For immediate dissemination and compliance of all concerned.


AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph