



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DIVISIONAL MEMORANDUM

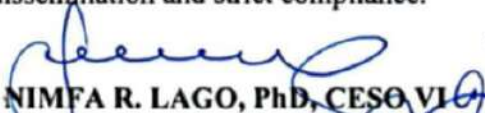
No. **307**, s. 2024

TO : Assistant Schools Division Superintendent
Accountant III
Administrative Officer V (Budget)
Administrative Officer V (Administrative Services)
Public Schools District Supervisors
School Heads, Non Implementing Units
All Others Concerned

SUBJECT : **CORRIGENDUM TO THE DIVISIONAL MEMORANDUM
NUMBERED 040: Workshop on the Liquidation of Cash Advances
of School Maintenance and Other Operating Funds and Other
Program Funds Cum Coordination Meeting**

DATE : **October 25, 2024**

1. In reference to **DIVISIONAL MEMORANDUM NUMBER 040** titled Workshop on the Liquidation of Cash Advances of School Maintenance and Other Operating Funds and Other Program Funds Cum Coordination Meeting, the office informs all concerned personnel of the change of date from November 4 to **November 5, 2024, Tuesday.**
2. In view of the date of liquidation which is on the 5th day of every month following the grant of cash advance per COA Circular 97-002 dated February 10, 1997, **the submission of liquidation documents shall be done on or before October 31, 2024** to facilitate review of the same before the conduct of S.H.I.N.E. DO Finance Day.
3. Other provisions in the Memorandum shall remain in effect.
4. For immediate dissemination and strict compliance.


NIMFA R. LAGO, PhD, CESO VI
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OIC-Assistant Schools Division Superintendent



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