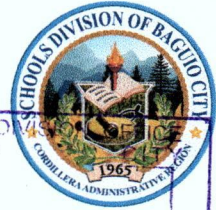




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
No. 82 Military Cut-Off, Baguio City



February 3, 2020
Division Memorandum No. 90, s. 2020

ORIENTATION ON PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS PURSUANT TO COA, DBM, AND DEPED JOINT CIRCULAR NO. 2019-1

To: Public Elementary and Secondary School Heads (Non-IUs)
Administrative Assistant II/ Administrative Assistant III (Division-based)
All Others Concerned

1. Please be informed of the Orientation on the Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units at **1 o'clock pm on February 10, 2020 at the SDO Baguio City Conference Hall.**
2. The half day activity aims to:
 - a. Provide opportunity for the discussion of the provisions of JC No. 2019-01
 - b. Facilitate the preparation, review and submission of accurate and timely liquidation reports; and
 - c. Provide a venue to address financial and budgetary issues confronting the non-implementing
3. Immediate dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent