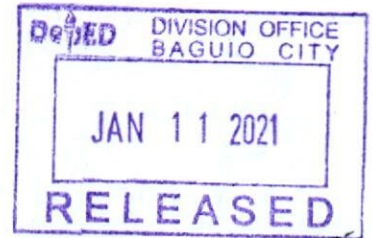




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY




January 11, 2021

Division Memorandum
No. 12, s. 2021

**SUPPLEMENTAL DOCUMENTARY REQUIREMENTS ON THE LIQUIDATION
OF GRANTED CASH ADVANCES**

To: Public Elementary and Secondary School Heads
Administrative Assistant II/ Administrative Assistant III (Finance)
All Others Concerned

1. Pursuant to DepEd Order No. 008 s. 2019 otherwise known as the Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, including Other Funds Managed by Schools, supplemental documentary requirements will be submitted starting January 2021 to ensure that the cash advances granted to schools are properly utilized which are as follows:
 - 1.1 Submission of pictures of items procured; and
 - 1.2 Documentation of actual delivery of supplies and materials procured as attachment for the payment of transportation and delivery expenses.
2. Strict compliance and immediate dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent
1-11-21



Address: 82 Military Cut-off Road,

Contact Numbers (Area Code: 074):

SDS Office	442-7819	Supply Office	442-4393
Accounting Office	442-4326	Alternative Learning System (ALS)	442-4393
Budget Office	442-4326	FVR Gym	246-0163
Front Desk Office	442-4326	Commission on Audit	424-1379
Planning & Research	446-6738		