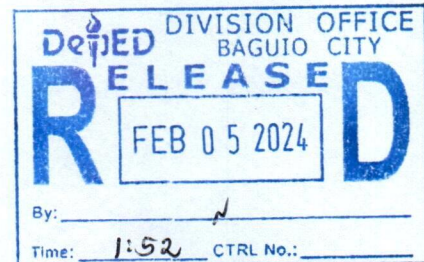




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 5, 2024

**DIVISION MEMORANDUM**

No. 071-2024

**CONDUCT OF 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 NEWLY  
DESIGNATED SCHOOL HEADS**

To: ALL Public Schools District Supervisors  
Concerned Public School Heads

1. Please be informed of the conduct of 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 on February 6, 2024 at the SDO Baguio City Accounting Section Office, from 9AM to 12NN.
2. The orientation aims to:
  - a. Provide adequate capacity-building to develop the skills and knowledge of newly designated School Heads in financial transactions especially on the preparation of liquidation reports
  - b. Enhance the skills of the School Heads in integrating gender lens and perspective in their project proposals recording and classifying financial transactions;
3. Attached is the list of participants for the orientation.
4. Immediate dissemination of this memorandum is desired.

**SORAYA T. FACULO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent







Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**LIST OF PARTICIPANTS:**

<b>NAME</b>	<b>SCHOOL ASSIGNMENT</b>
Lachica, Samuel D.	Camp 7 ES
Niwane, Jordan O.	Fairview ES
Ngayawon, Warren J.	Tabora ES
Estigo, Alona C.	Don Mariano ES
Beloken, Decky M.	Holy Ghost ES
Cayat, Randy P.	Springhills ES
Tacay, Genar P.	San Luis ES
Lucas, Marlyn D.	San Vicente NHS
Pascaden Jason W.	Sto. Tomas NHS

