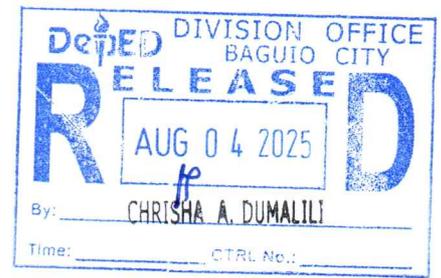




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



August 4, 2025

DIVISION MEMORANDUM

No. 453-2025

**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 August 6, 2025 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. FAGULO, PhD, CESO VI
Schools Division Superintendent



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF BAGUIO CITY

LIST OF PARTICIPANTS:

NAME	SCHOOL ASSIGNMENT
Aliga, Jeffrey F.	Irisan Elementary School
Fernando, Sherwin	Dominican-Mirador National High School
Danglose, Christopher P.	Lindawan National High School
Kidian, Johnny	Pinget National High School
Sumakey, Marjorie	Quezon Hill National High School