



DIVISION MEMORANDUM
No. 672, s. 2014

DEC 04 2014

DIRECTING SENIOR BOOKKEEPERS ASSIGNED IN DIFFERENT SECONDARY SCHOOLS OF CEBU PROVINCE DIVISION TO REPORT TO THE DIVISION OFFICE STARTING DECEMBER 8, 2014

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. In the exigency of service, all Senior Bookkeepers, assigned in the different secondary schools under the jurisdiction of Cebu Province Division, are hereby directed to report to the Division Office, starting December 8, 2014, in order to assist the Accounting Section in the processing of claims and other financial concerns.
2. This directive is in line with the closing of the book of accounts of the Division and in anticipation of the releasing of SAROS/NCA from DBM which usually happened at the end month of the year.
3. Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng14

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Geilig)
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)

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