



JAN 13 2015

DIVISION MEMORANDUM
No. 023, s. 2014

**REQUIRING ALL FINANCIAL STAFF DEPLOYED TO DIFFERENT SCHOOLS
TO PRESENT AUTHORITY TO TRAVEL WHEN TRANSACTING
BUSINESS IN DIVISION OFFICE**

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

1. The field is hereby informed that effective CY 2015, all financial staff (Bookkeeper/ Disbursing Officer) deployed into different schools in Cebu Province Division, will be required to present an Authority to Travel issued by their immediate superiors when transacting business in Division Office. For secondary schools with financial staff, the signing authority shall be the School Principal. For Bookkeepers assigned in District Offices, the signing authority shall be the District Supervisor/OIC/Caretaker.
2. The Authority to Travel shall be attached with Work Program detailing the activities to be undertaken by the person in the Division Office. No Certificate of Appearance shall be issued to the aforementioned personnel in the absence of Authority to Travel and Work Program.
3. Travelling and other incidental expenses relative to the official travel of the financial staff shall be charged against the School MOOE for secondary schools and Division MOOE for bookkeepers assigned in District Schools, subject to its availability and the usual accounting and auditing rules and regulations
4. Immediate and wide dissemination of this Memorandum is directed.

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

ADM/rng14

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