


MEMORANDUM

To : OIC - Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Chiefs of the Functional and Support Divisions, *this Office*
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

From : 
 GILBERT T. SADSAD
 Regional Director

Subject : REITERATION ON THE ENFORCEMENT OF STRICT COMPLIANCE WITH
 THE RULES AND REGULATIONS ON THE GRANTING, UTILIZATION, AND
 LIQUIDATION OF CASH ADVANCES AS WELL AS DEMANDING FOR THE
 SETTLEMENT OF LONG OUTSTANDING CASH ADVANCES

Date : August 9, 2019

In the light of the recent findings of the Commission on Audit and the call of the top management of the Department of Education to work together with internal and regional units to comply with the audit recommendations in order to further avoid receiving an adverse opinion from COA, the OIC-Assistant Regional Director, the Schools Division Superintendents, the Assistant Schools Division Superintendents, the Chiefs of the Functional and Support Divisions of this Office, the Heads of the Public Elementary and Secondary Schools, and all others concerned are hereby directed to enforce the strict compliance with the rules and regulations on the granting, utilization, and liquidation of cash advances as well as the immediate settlement of long outstanding cash advances pursuant to COA Circular No. 97-002 dated February 10, 1997 as reiterated in COA Circular No. 2009-002 dated May 18, 2009 and as further embodied under the COMMISSION ON AUDIT - DEPARTMENT OF BUDGET AND MANAGEMENT - DEPARTMENT OF EDUCATION JOINT CIRCULAR NO. 2019-1 dated February 4, 2019. Important portion of the said issuance reads as follows:

xxx

" 6. SPECIFIC GUIDELINES AND RESPONSIBILITIES

6.1. Department of Education

- d. comply with the liquidation requirements and submit reports together with other supporting documents to the SDOs/ROs concerned observing the prescribed timeline as indicated under Item 5.8 of the General Guidelines. This shall be consistent with the frequency/timeliness of the submission of reports following the applicable COA rules and regulations on cash advances (e.g., COA Circular 97-002 dated Feb 10, 1997 as reiterated in COA Circular 2009-002 dated May 18, 2009).

xxx



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Further, COA-DBM-DEPED Joint Circular No. 2019-1 specify the following provisions, thus:

xxx
7. ADMINISTRATIVE PROVISIONS/PENAL SANCTIONS

- 7.1 It shall be the duty of the officials and employees concerned to comply with the requirements of this Circular. Failure or refusal to do so without justifiable cause shall constitute a ground for administrative action.
- 7.2 The preceding section is without prejudice to the filing of appropriate criminal charges under existing laws against erring officials and employees.

xxx

Furthermore, let this be a reminder to all Program Managers and Implementers to institute strict controls in utilizing the funds to prevent receiving of the same findings in the future. As a measure to further avoid getting an adverse opinion from COA, let it be a policy of this Office to discourage conducting Team Building Activities, Program Implementation Reviews (PIRs), and other similar projects/activities outside the Bicol Region.

Finally, the Finance teams across all governance levels (RO, SDO, and Schools) are hereby directed to update and reconcile their respective books of accounts and to complete the documentations specifically on liquidation of cash advances.

For inquiries and clarifications regarding the reconciliation / settlement of long outstanding cash advances and other financial reports, please contact Ms. Teresa C. Arcayera, Chief Administrative Officer of the Finance Division, this Office.

Immediate dissemination of this Memorandum to all concerned is directed.

For information, guidance, and strict compliance.

gts/rfb



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region V Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANS
 (Rawis, Legazpi City)



August 9, 2019

RELEASED

To : Elementary & Secondary School Heads
 for your information and strict compliance.

DepEd. Division of Catanduanes

RECORDS SECTION

DATE: AUG 09 2019

TIME: 4:30 PM

SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

Signature: *[Handwritten Signature]*



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