



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes




JUN 16 2016

June 16, 2016

ACT PM

Memorandum to : All School Heads/Principals

From : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject : Settlement of Cash Advances

1. In compliance to **Sec. 89 of Presidential Decree 1445** "No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him/her is first settled, the office strictly imposes the provision to reduce outstanding balance of special cash advances
2. Kindly secure the Budget and Accounting Division of your all liquidation reports immediately. (*Gulayan sa Paaralan 2015, SBM Grant 2014, SBFP 2015-2016, School MOOE 2016 and previous years*).
3. In any event, a school head/principal that has outstanding balance transferred to another station he/she will not be able to handle cash advance. There will be a designated person who will act for the financial operations of the office/school.
4. School Head/Principal is still subject to liquidation of previous obligation regardless of designation of function transpired on his/her new station.
5. Failure to comply shall constitute a ground for withholding of the payment of any money due to any accountable officer as provided by COA Circular 97-002 dated February 10, 1997 and violation of Article 218 of the Revised Penal Code for failure to render accounts and Section 89 of PD 1445 punishable under Sec.128 of the same code.