



Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
OSDS-SDS-UM-03-27-23/SSC

TO : **ANGELO JAMES O. AGUINALDE**  
Accountant III

**MA. CIELO C. TUBALE**  
Budget Officer

**LIZA R. BERNARDO**  
Cashier

**CRISTINA BARRAMEDA**  
Supply Officer

Other Concerned Staff

FROM : **SUSAN S. COLLANO, CESO V**  
Schools Division Superintendent

SUBJECT : **FASTTRACKING OF FINANCIAL TRANSACTIONS AND  
PAYMENT TO CREDITORS AND EMPLOYEES**

DATE : March 27, 2023

In the exigency of service, particularly the end-of-the-quarter reporting of funds, and in view of the impending movement of the Schools Division Superintendents, you are hereby ordered to fast-track the processing of payments and claims due to creditors and employees that have complete documents within this week, March 27-30, 2023.

You are also ordered to render overtime with monetary pay, except the Assistant Schools Division Superintendent, or compensatory overtime credits, whichever is preferred, commensurate to the work hours rendered and eligible for such pay.

Travels, nonessential activities and leave are on hold and/or recalled, if previously approved.

For compliance.

