



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



May 13, 2014

**RELEASED**  
DepEd-Division of Catanduanes  
**RECORDS SECTION**  
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MEMORANDUM TO:

All Secondary Schools with Financial Staff  
School Accountants and Bookkeepers

Consistent with DepEd Memorandum No. 267 s. 2010, DepEd Unnumbered Regional Memorandum dated April 25, 2014 and DBM ROV letter dated April 22, 2014 all Accountants and Bookkeepers are hereby authorized to report to Division Office, Budget and Finance Section at least Two (2) days every 1<sup>st</sup> week of the month for the preparation, submission and consolidation of monthly, quarterly and year-end Budgetary and Financial Reports to be submitted to DepEdDO, DepEdROV, COA and DBMROV

Travel and transportation expenses chargeable against the school/local funds, subject to existing accounting and auditing rules and regulations.

For compliance.

  
JOSE L. DONCILLO, CESO VI  
Schools Division Superintendent 