



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

May 27, 2025

DIVISION MEMORANDUM

No. 281, s. 2025

To: Aljenn D. Caylaluad, ADAS II
Marenell C. Salido, ADAS II
Ritchel T. Daguinotas, ADAS II
Jedyn B. Acaylar, ADAS II
Myen A. Arbule, D.O. II

**ASSISTANCE IN THE SUBMISSION OF DISBURSEMENT VOUCHERS
 AND PAID PAYROLL**

1. In the exigency of public service and to expedite the submission of Disbursement Vouchers (DVs) and Paid Payrolls to the Accounting Office for validation by the Commission on Audit (COA), you are hereby directed to report to the Cashier's Office of this Division on the following schedule:

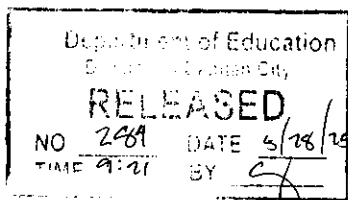
Name	Date
Aljenn D. Caylaluad	May 28, 2025 and June 4, 2025
Marenell C. Salido	May 29, 2025 and June 5, 2025
Ritchel T. Daguinotas	May 30, 2025 and June 9, 2025
Jedyn B. Acaylar	June 2, 2025 and June 10, 2025
Myen A. Arbule	June 3, 2025 and June 11, 2025

2. You are tasked to render assistance to the Division Cashier in facilitating compliance with the COA's Notice to Submit DVs and Payrolls. This temporary assignment is in line with the Division's commitment to uphold timely and accurate financial reporting and ensure adherence to audit requirements.

3. Your immediate and full cooperation in this matter is expected and will be greatly appreciated.

4. For your guidance and strict compliance.

FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



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