



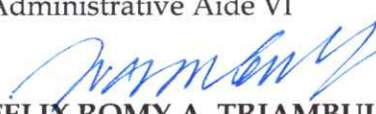
Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 190 s. 2022

TO : CHEYNEE GAYLE L. EGUIA
Administrative Aide VI

FROM :  FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

SUBJECT: DETAILED ORDER

DATE : May 12, 2022

In the exigency of service, you are hereby advised to report to Accounting Unit, this Division, effective immediately to perform the following functions, to wit:

1. Assist the ADAS III and Senior Bookkeepers in the financial and accountability reports for timely and accurate submission to Commission On Audit (COA), DepEd Central Office and Regional Office.
2. Checks the completeness and veracity of the supporting documents and payroll of the SDO before preparing the List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA).
3. Process the list of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA) and Disbursement Vouchers (DV) for payments. Checks Cash Disbursement Reports and Disbursement Vouchers for MOOE Liquidation Report
4. Prepares Monthly Bank Reconciliation and MAP per school assigned.

This memorandum does not carry with it any additional remuneration and compensation.

For guidance and compliance.

Copy furnished:

Assistant Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
Administrative Services Section
Finance Section



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