



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

Office of the Schools Division Superintendent

November 10, 2022

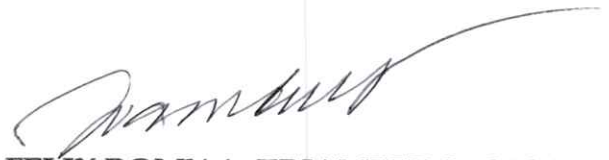
DIVISION MEMORANDUM

No. 480, s. 2022

UTILIZATION OF DISBURSEMENT INQUIRY FORM

To: **ALL PAYEES /CLAIMANTS (DepEd Employees and Suppliers)**
This Division

1. To answer your queries about your claims on salaries & wages & other benefits, Advances for school MOOE and others you are advised to fill out the disbursement inquiry form.
2. Attached is the inquiry form.
3. For information, guidance and compliance of all concerned.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Copy furnished:

Assistant Schools Division Superintendent
Chief Education Supervisors, CES & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary Schools Heads
OSDS Section Heads

Department of Education Division of Dapitan City			
RELEASED			
NO	<u>480</u>	DATE	<u>11/21/22</u>
TIME	<u>1:36</u>	BY	<u>[Signature]</u>



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitan.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity





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

DISBURSEMENT INQUIRY FORM

Inquiry no.: _____

Date: _____

Claimant's name: _____
Last Name First Name Middle Name

(Business Entity/School Name -if any)

Claimant's address: _____

Particulars: _____

Contact no. _____ Email address: _____

Expected Amount: _____

(claimant's signature over printed name)

Received by: _____

For Cashier's use only

Date transmitted to servicing bank: _____

Amount disbursed: _____

Remarks: _____

ENIEROSE C. TOME
OIC-Cashier signature

OSDS-ADM-CASH-FO4, Rev.00, Eff. 09/12/2022



 Sunset Boulevard, Dawo, Dapitan City
 (065) 917-5113
 www.depeddapitancity.net

 dapitancity@deped.gov.ph
 fb.com/DepEdDapitanCity

