

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City





Office of the City Schools Division Superintendent

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Division Memorandum No. 030, s. 2017

TO: ALL SCHOOL HEADS
(Elementary Schools, Non- Implementing Junior High Schools, Integrated Senior High Schools and Digos City Senior High School-Stand Alone)
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL DIVISION PERSONNEL

FROM: 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent 

SUBJECT: LIQUIDATION OF ALL C.Y. 2016 CASH ADVANCES

DATE: January 17, 2017

This is to remind all School Heads, Public Schools District Supervisors and Division Personnel that unliquidated cash advances must be liquidated on or before January 20, 2017. Failure to liquidate the same will compromise the release of your C.Y. 2016 Performance Based Bonus (PBB) as per Inter-Agency Task Force Memorandum Circular No. 2016-1, Guidelines on the grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO no. 201.

Furthermore, please submit all liquidation documents not later than January 18, 2017 to give ample time for the checker to evaluate the documents and for you to comply with the deficiencies noted.

For your immediate action.

DepEd Schools Division of Digos

RELEASED

Date: JAN 17 2017 Time: 2:14 PM

By: 