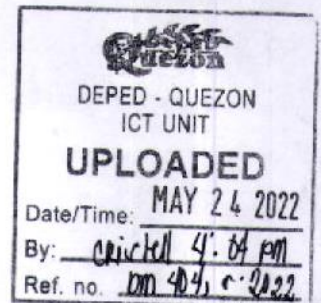




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



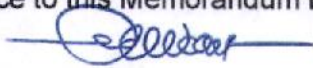
19 May 2022

DIVISION MEMORANDUM
DM No. 404, s. 2022

**SUBMISSION OF SCANNED COPIES OF SCHOOL HEAD DESIGNATION ORDER,
APPROVED CHANGE SIGNATORY AND FIDELITY BOND**

To: Assistant Schools Division Superintendents
SGOD Chief
School Head-in-Charge of Governance and Operations
Elementary and Secondary School Heads
All Others Concerned

1. In line with Section 14 of Government Accounting Manual (GAM) Volume 1, COA Circular NO. 97-002 as amended by COA Circular No. 2006-005, Treasury Circular No. 02-2009 and DepEd Order 29, s. 2019, public elementary and secondary school heads are advised to submit scanned copies (in PDF) of their Designation Order, Approved Change Signatory (latest) and Fidelity Bond on or before **May 27, 2022** (before the release of June 2022 Cash Advances) thru <https://tinyurl.com/QuezonBondCheckingDesignation>.
2. This initiative aims to conduct an inventory and audit of payroll data pertaining to MOOE liquidation, so as to ensure accountability in all financial transactions.
3. Implementing units that will receive additional MOOE should also comply.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.


ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent

parmjdf05/19/2022

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