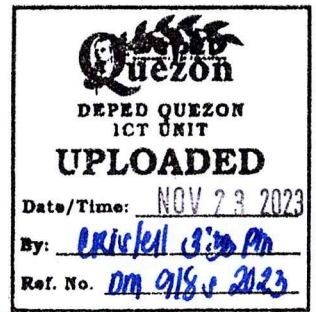




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 November 2023

DIVISION MEMORANDUM

DM No. 918, s. 2023

RECONCILIATION OF CASH ADVANCE PAYROLL FOR FY 2024

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public and Private School Heads,
LIS/EBEIS Coordinators/Registrars
All Others Concerned

1. In line with the preparation of Cash Advance Payroll for the next fiscal year, this office furnishes you a copy of the list of schools, their School ID, and the names of School Heads. Please check for any outdated data. Any inconsistencies should be reported to the Planning and Research Section through the Records Section by submitting the hardcopies of the following:

For outdated School ID/ Name: copy of approved renaming of the school.

For outdated School Head name: copy of Designation Order/ Advice, Change Signatories.

For new schools/ offering: proof of account opening (with account number)

2. It is understood that the submission of the aforementioned documents to the concerned office shall be **on or before January 5, 2024**. Submissions beyond the cutoff date shall be reflected in the next release.
3. The widest dissemination of and compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf11/22/2023
DEPEDQUEZON-TM-SDS-04-009-003



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