



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



Division Memorandum

No. 277 s.2022

**SUBMISSION OF COPY OF DESIGNATION, TRANSFER OF ASSIGNMENT,
AND LEAVE FORMS TO THE ACCOUNTING OFFICE**

To: School Head, Accountable Officers) Public Schools, All levels
Disbursement Officers, Bookkeepers,) Implementing Units,
BAC Chair and Members, Inspectorate) Non-Implementing Units
Team

1. It is the intention of this office to make certain that the flow of operations will not be hampered due to changes that may occur, most particularly with the designations of accountable officers and the jurisdiction of their stations.
2. With respect to internal controls and processes already in place, this Division is requiring **every personnel that affixes their signatures to reports necessary in requesting, procurement and disbursing and other related financial reports** such as but not limited to, the School Head, BAC members, Inspectorate Team, Bookkeeper, and Disbursement Officers, to:
 - Furnish a copy of their Designation, Transfer of Assignment or Approved Leave Forms.
 - Notify the cluster bookkeeper immediately for any emergency leave, sick leave, maternity of vacation leave that will possibly affect the financial transaction and reports of the school.

Documents stated above shall be **submitted to the accounting office**. This will allow the identification of necessary actions pertaining to the change of designations and stations.

3. This directive is in line with the **Code of Public Ethics** that governs the said subject matter and shall be **effective upon its release** and should be **strictly followed** unless otherwise revoked or amended
4. **For immediate dissemination.**

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent



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