



Republic of the Philippines
Department of Education
 Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
 Superintendent**

October 17, 2023

DIVISION MEMORANDUM
 No. 0469 s. 2023

**UPDATED REQUIRED SIGNATORIES FOR THE DTR AND DISTRICT AND DIVISION
 CLEARANCE**

To: Public Schools District Supervisors
 School Heads
 Administrative Officer II
 District Bookkeepers
 All Others Concerned

- Pursuant to DepEd Order No. 002 s. 2021 and DepEd Order No. 001 s. 2023 assigning the Head of the Accounting Unit as the Authorized Signatory regarding Cash Advances and other Cash Accountabilities, this office announces the required signatories in validating financial responsibilities:

DOCUMENT	REQUIRED SIGNATORIES
SCHOOL / DISTRICT CLEARANCES - Teaching and Non-teaching Personnel	- must bear the signature of the School/District Bookkeeper
DIVISION CLEARANCE	- attached with School/District clearance bearing the bookkeeper's signature - FOR IUS - must be attached with clearance or certification from the Bookkeeper as to No Unliquidated Cash Advances

Additional required documents for the signing of Clearance and IPCRF of Senior Bookkeepers in the Division Level:

- *Sworn Statement duly notarized stating that **ALL LIQUIDATION REPORT FOLDERS** from date of assumption to duty until present have been transmitted to the Commission on Audit.*

- Immediate and wide dissemination of this memorandum is hereby directed.

EVANGEL M. LUMINARIAS PhD CESO V
 Schools Division Superintendent



Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
 412-4938; (038) 411-2544 (038) 501-7550
 501-7550 email add: deped.bohol@deped.gov.ph

