



Republic of the Philippines
Department of Education
National Capital Region

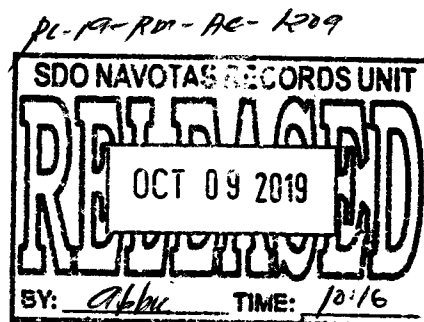
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY

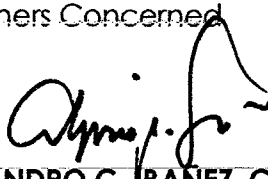
Bagumbayan Elementary School Compound
M. Naval St., Sipac – Almacén, Navotas City



MEMORANDUM

To : OIC-Assistant Schools Division Superintendent
Chief of Divisions
Unit Heads
All Others Concerned



From : 
ALEJANDRO G. BANEZ, CESO VI
Assistant School Division Superintendent
Officer in-Charge
Office of the Schools Division Superintendent

Subject : **SUBMISSION OF LIQUIDATION OF CASH ADVANCES AND/OR TRAVEL REIMBURSEMENT**

Date : 8 October 2019

Pursuant to Presidential Decree No. 1445, "Ordaining and Instituting a Government Auditing Code of the Philippines", Chapter 4, Section 89, a cash advance shall be reported on and liquidated as soon as the purpose for which it was given has been served.

This office enjoins everyone to submit liquidation of cash advances within 30 calendar days from the time of execution of program and liquidation or reimbursement of travel expenses within 7 calendar days upon return to the office.

Submission of liquidation/reimbursement shall be monitored by Chief of Divisions and/or Unit heads.

For compliance.

osds/agi/lvd



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