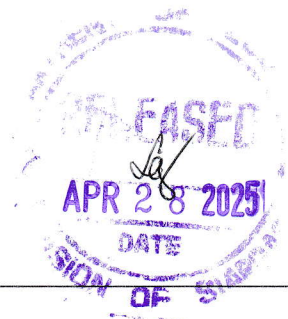




Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



April 28, 2025

Division Memorandum

No. **04-134** s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 03-084 S. 2025  
DEADLINE FOR THE SUBMISSION OF CASH ADVANCES, LIQUIDATIONS, AND  
REIMBURSEMENTS**

To: Assistant Schools Division Superintendent  
School Heads- Elementary and Secondary  
Senior Bookkeepers  
Disbursing Officers  
This Division

1. In accordance with the issued DM No. 03-084 s. 2025, if liquidation is not filed by the 10<sup>th</sup> day of the subsequent month, the request for a cash advance for the following month will no longer be possible. No liquidation, no cash advance.
2. In addition, cash advances are only made on a monthly basis except for MOOE for senior high school.
3. If cash advance is not made during the current month, it will be utilized for claim reimbursements.
4. Immediate wide dissemination of this memorandum is hereby directed.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Ref: None

Incls: None

To be indicated in the perpetual index under the following subjects:

Cash Advance    Liquidation    Reimbursement    Accounting

MOSulapas/ACCOUNTANT

REAgatep/SB

MDMalacura/SB



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DEPED SIARGAO