



DIVISION MEMORANDUM

No. 052 s. 2019

TO: All PSDS/DICs
All Secondary School Heads
IUs and Non-IUs (Secondary)
All Elementary School Heads

FROM: **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **PRINCIPAL/HEAD TEACHER/OIC/TIC AS THE OFFICIAL ACCOUNTABLE OFFICER OF THE SCHOOL**

DATE: January 28, 2019

1. You are hereby advised that effective January 2019, this Office will only allow the Principal/Head Teacher/OIC/TIC as the official Accountable Officer in the school.
2. This means that we are on a One-School One Accountability Officer policy.
3. All School Heads are hereby ordered to adhere to this Division policy in order to avoid so many transactions and passing on of financial obligations to other employees of the school especially teachers who are handling classes.
4. Please be informed that we are now floating a template for a Report on Accountable Officers in the District so that after gathering the names we will advise those non- School Heads to clear themselves of the money accountabilities given to them and these will be handled by their respective School Heads.
5. For your information, compliance and appropriate action.