

TRACKING # _____

17955 - 2021

DATE: 24 MAR 2021



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

March 24, 2021

Division MEMORANDUM
No. 45, s. 2021

**REITERATION ON THE SUBMISSION OF WRITTEN EXPLANATION LETTER
FOR NON-LIQUIDATION OF CASH ADVANCES**

To : Accountable Officers and Employees
Division Senior Bookkeepers & Designate
This Division
All Others Concerned

1. In compliance with the Audit Observation Memorandum (AOM) No. 21-007, duly issued by the COA office, this office issued Division Memorandum No. 115, s. 2021, dated March 10, 2021, requiring all accountable officers with unliquidated cash advances as of the period, to provide a written explanation letter in response to the recommendations set forth by the COA office.
2. As such, all concerned accountable officers and employees with unliquidated cash advances were directed to prepare and submit a written explanation letter address to our resident auditor **MR. CHRISTOPHER JAN T. QUE (State Auditor IV- Audit Team Leader)** detailing the valid reason/s of their failure to liquidate cash advances within the prescribed period.
3. The deadline of submission of the written explanation letter was set last **March 12, 2021 (Friday)**, ***but only few had complied.***
4. Hence, the need for submission and faithful compliance of the same is earnestly sought.
5. Division Sr. Bookkeepers and designate are likewise instructed to facilitate the collation and submission of the written explanation letter prepared by those accountable officers of your respective assigned district/s **with unliquidated cash advances as of March 23, 2021.**
6. An updated copy of the schedule of cash advances were already uploaded in the Accounting Facebook group chat for your perusal and evaluation.
7. **The deadline of submission of the said explanation letter will be on March 25, 2021 (not later than 12 noon).**
8. A scanned clear copy (pdf format) is acceptable provided that the assigned division Sr. Bookkeeper will facilitate the sending of the collated (per district) written explanation letter through the email address of the division accountant at **bethany.evilla@deped.gov.ph**.



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9. Any DepEd personnel who willfully neglects this memorandum shall be dealt with administratively, pursuant to DepEd Order No. 49, s. 2006, or the *Revised Rules of Procedure of the Department of Education on Administrative Cases*.
10. The SDO shall likewise enforce administrative or disciplinary actions on School Heads/ Accountable Officers proven to have violated the DepEd policies, especially on fund management.
11. Immediate dissemination and compliance of this memorandum is highly desired.

JOSITA B. CARMEN, CESO V
 Schools Division Superintendent

Encl.:

Reference: AOM No. 21-007; DepEd Order No. 49, s. 2006; Division Memorandum No. 115, s. 2021

To be indicated in the Perpetual Index
 under the following subjects:

POLICY	GUIDELINES	STANDARDS	MEMORANDUM
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HGC//DM-MEMO
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