



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 0108, s. 2025

May 2, 2025

**DISBURSEMENT VOUCHERS (DV's) PREPARATION BY THE SCHOOL
ADMINISTRATIVE OFFICER II / ADMINISTRATIVE ASSISTANT II/ III**

TO : **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
SCHOOL HEADS OF ELEMENTARY AND SECONDARY SCHOOLS
ADMINISTRATIVE OFFICERS II
ADMINISTRATIVE ASSISTANT II/ III**

1. In anticipation of the fielding of the Administrative Officer II/ Administrative Assistant II/ III who are momentarily assigned at the Division Office Proper, this Office informs that beginning May 19, 2025, the Accounting Unit of the Division Office will cease the practice of having an ADAS III/AO II handle the preparation of the Disbursement Vouchers (DV) for payment. The example of such claims are first salary of newly appointed personnel, salary differentials, loyalty, salary adjustment due to promotion, Special Hardship Allowance (SHA), salary claim of deleted personnel, and all other claims not listed herein.
2. This development will make the AOII/ ADAS III/II responsible for accomplishing accurate, right and true computations, and the appropriate accounts to be encoded in the Journal Entry Voucher (JEV) and to make sure that all documents as attachments are duly signed by the right DepEd Officials. The DV number of the documents will be handled by the Accounting Unit personnel in the Division Office.
3. To operationalize this crucial change of assignment of AO II/ ADAS III, a refresher on the preparation of the DV and its attachments will be handled by the concurrent personnel in charge of your district during any agreed meeting/s in the District Office.
4. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
5. Please be guided accordingly.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For Schools Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

Accntng/mlmq



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