



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

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED
Date: 24 Oct 2022
By: [Signature] 4:51pm

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2022-069

TO: Public Schools District Supervisors
School Heads
Division Administrative Officer II
School Administrative Officer II
Division Administrative Assistant III
Division Administrative Assistant II

SUBJECT: **DOUBLE CHECKING OF ACCOUNT NUMBERS OF CLAIMANTS**

DATE: October 24, 2022

- To prevent another occurrence whereby a Davao del Norte personnel's claim was inadvertently deposited to another personnel's bank account, all concerned non-teaching personnel who participate in the preparation of the Disbursement Voucher, will have to affix their signature on the facsimile stamped in the legible part of the Disbursement Voucher as shown below:
 - Account number verified and found to be the correct Account number of the claimant/s: (School AO II) Date:
 - Verified again as to correct Account number of the claimant/s: Div. AO II c/o Personnel Unit and Div. AO II c/o Accounting Unit Date:
- Any Personal Services (PS) Disbursement Voucher (DV) that unfortunately reaches the Division Accountant's Office without the needed initials shall be returned to the concerned ADAS/AO II.
- For the AOs of the schools, please request for a facsimile through your School Principal bearing the words as stated above.
- For strict compliance.

[Signature]
DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

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