

DepEd - Division of Catanduanes  
RECORDS SECTION  
**RELEASED**  
BY: \_\_\_\_\_ No: 038  
DATE: 04 MAR 2025 TIME: 10:57



Republic of the Philippines  
Department of Education  
Region V – Bicol

**TANGGAPANG PANSANGAY NG CATANDUANES**

March 3, 2025


**OFFICE MEMORANDUM**

No. 038, s. 2025

**PAYMENT FOR FINANCIAL TRANSACTIONS IN FY 2024 AND PRIOR YEARS**

TO: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
All Others Concerned

1. This Office hereby directs the following personnel to facilitate the payment for financial transactions for Fiscal Year 2024 and prior years **on or before March 31, 2025**:
  - a. Division/Unit Heads
  - b. End-User/Program Owner
  - c. Bids and Awards Committee and Secretariat
  - d. Supply Section
  - e. Inspectorate Teams
  - f. Finance Team (Budget, Accounting and Cash Sections)
2. Strict compliance with this memorandum is expected from all concerned.
3. Non-compliance shall be ground for disciplinary action for (Simple/Gross) Neglect of Duty.

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes

053-8114043

catanduanes@deped.gov.ph

www.depedrvcatanduanes.com / www.catanduanes.deped.gov.ph