



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JUN 16 2025

DIVISION MEMORANDUM

No. 355, s. 2025

**CORRIGENDUM AND ADDENDUM TO DM NO. 337 S. 2025 "UPDATED
GUIDELINES IN PROCESSING AND SUBMISSION OF QUARTERLY
REQUEST FOR CASH ADVANCE IN THE DOWNLOADING OF
NON-IU SCHOOL MOOE"**


To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Public Secondary and Elementary School Heads
Administrative Officer II
All Others Concerned

1. To ensure efficient delivery service and address processing delays identified during consultations with personnel involved in the preparation and approval of cash advance requests, the following provisions shall be incorporated into existing procedures:

- a. AOII's are advised to provide copies of the latest APP-CSE to their corresponding ADASII/III to allow them to correctly plot if the materials that are to be purchased need a supplemental APP-CSE or not.
- b. List of Office & Other Supplies form will be amended to include ADASII/III's as signatories under the prepared by heading, AOII's will be moved under the reviewed by heading.

2. All other provisions are to remain in effect.

3. Wide dissemination of this memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent



Enclosure : 1
Reference :
Allotment : N/A
No. of Pages : 2

To be indicate in the **Perpetual Index** under the following subjects:

INVENTORY

PROPERTY MANAGEMENT

MONITORING



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



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Enclosure 1



Department of Education

Negros Island Region

SCHOOLS DIVISION OF SAGAY CITY

<NAME OF SCHOOL>

LIST OF OFFICE SUPPLIES, OTHER SUPPLIES & MATERIALS

Office Supplies				
ITEM DESCRIPTION (Name, Type, Class, Thickness, Size, Dimension, Color)	UNIT	QUANTITY	PRICE PER ITEM	TOTAL
Sub Total				-
Other Supplies & Materials				
Sub Total				-
Grand Total				

Note: Supplies listed above are found in the submitted school Annual Procurement Plan for Common Supplies Expense (APP-CSE) for CY 2025

Prepared by:

OK as to APP:

ADASII/III

ROMIE J. OSAL

Division Supply Officer

Verified by:

School Property Custodian

(If items are not found in the Annual Procurement Plan for Common Supplies Expense, attach approved Supplemental APP-CSE signed by SDS)