



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

**DIVISION MEMORANDUM**

No. **080**, s. 2026

**FEB 05 2026**

**STRENGTHENING FINANCIAL COMPLIANCE THROUGH DISTRICT-LEVEL ACCOUNTING REVIEWS AND TECHNICAL ASSISTANCE**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – SGOD and CID  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In light of the recently implemented redistricting assignments, please be informed of the updated District assignments for the Accounting Office. These assignments identify the Accounting personnel responsible for receiving and conducting the final review of all submitted quarterly Cash Disbursement Registers (CDR) for all school liquidation reports related to cash advances for downloaded MOOE.

	<i>Name and Designation</i>		<i>Assigned District</i>	<i># of Quarterly CDR assigned</i>
1	<i>J. Rebusquillo</i>	<i>Accountant III</i>	<i>District 1 D</i>	<i>7</i>
2	<i>R. Layco</i>	<i>Admin. Assistant III</i>	<i>Districts 2A, 2B</i>	<i>17</i>
3	<i>V.K. Sonoy</i>	<i>Admin. Assistant III</i>	<i>Districts 1A, 3A, 3B</i>	<i>21</i>
4	<i>C.M. Dumapias</i>	<i>Admin. Assistant III</i>	<i>Districts 1B, 1C</i>	<i>17</i>
5	<i>G.G. Dolomente</i>	<i>Admin. Assistant II</i>	<i>District 3C</i>	<i>9</i>
6	<i>M. Navarro</i>	<i>Admin. Assistant II</i>	<i>District 3D</i>	<i>9</i>

2. To ensure consistency and strengthen the accuracy of liquidation submissions of District AdAs, and in compliance with COA and DepEd financial reporting standards, the Accounting Office will also conduct District visits to provide Technical Assistance (TA) to all District AdAs on the proper and standard liquidation processes, guidelines, and documentary requirements.

3. The district visit of Accounting personnel is as follows:

February 9                      Districts 1A, 1B, 1C, 1D  
 February 10                     Districts 2A, 2B, 3A  
 February 12                     Districts 3B, 3C, 3D



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4. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
5. Widest and immediate dissemination of this Memorandum is hereby advised.

**DANNIE CLARK M. UGUIL, CESE**  
OIC – Schools Division Superintendent



Encl: as stated  
Reference: none  
To be indicated in the Perpetual Index  
under the following subjects:  
memo

Accounting 2/3/2026



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