



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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**MEMORANDUM TO:**

OIC-Office of the Asst. Schools Division Superintendent  
Elementary School Principals  
Secondary School Principals (non-implementing units only)  
SDO Finance Services  
Administrative Officer V  
Administrative IV-Cash  
All Concerned

SCHOOLS DIVISION OFFICE  
Marikina City  
RECORDS UNIT

**RELEASED**

Date: OCT 16 2020 Time: \_\_\_\_\_  
By: \_\_\_\_\_

**CORRIGENDUM TO DIVISION UNNUMBERED MEMORANDUM DATED FEBRUARY 19, 2020 RE: DIVISION ORIENTATION ON PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE & OTHER OPERATING EXPENSES (MOOE) AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS(IUS) AS PER DEPED ORDER 29 S. 2019**

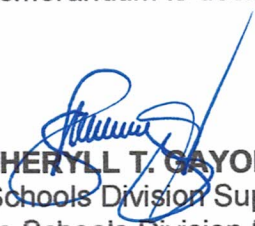
The field is hereby informed that the **division orientation** regarding the opening of current accounts of school principals, which was originally scheduled last March 10, 2020 is now rescheduled on October 22, 2020, Thursday, in the following time:

Morning session (8:00 am to 12:00 nn) – Elementary Principals  
Afternoon session (1:00 pm to 5:00 pm) – Secondary Principals

Invited guests from government servicing banks will be offering their services. The orientation will be done virtually as we cope with the new normal. Kindly register in the link provided on or before October 20, 2020 12:00 noon. (<https://tinyurl.com/PROCEDURALCASHADVANCES>) using your deped email address.

All related expenses related to this activity chargeable against MOOE subject to budgeting, accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent