



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 5, 2021

REGIONAL MEMORANDUM

No. **000590**, s. 2021

**2021 VIRTUAL COORDINATION MEETING OF REGIONAL AND DIVISION
CASHIERS AND AUTONOMOUS SCHOOLS' DISBURSING OFFICERS**

To: Schools Division Superintendents
All Others Concerned

1. The 2021 Virtual Coordination Meeting of Regional and Division Cashiers and Autonomous Schools' Disbursing Officers hosted by the Division of Ormoc City shall be held on October 28-29, 2021.

2. The objectives of this activity are the following:

- a. share update on recent cash management service development;
- b. thresh-out issues and concerns relative to cash management; and
- c. discuss other related matters.

3. The expected participants are the Division Cashier, Disbursing Officer of all Autonomous Schools, Regional Cash personnel and Chief Administrative Officer of Administrative Division for a total of 97, summarized as follows:

- a. Baybay City - 1 Cashier, 1 Disbursing Officer
- b. Biliran City - 1 Cashier, 6 Disbursing Officers
- c. Borongan City - 1 Cashier, 2 Disbursing Officers
- d. Calbayog City - 1 Cashier, 1 Disbursing Officer
- e. Catbalogan City - 1 Cashier, 2 Disbursing Officer
- f. Eastern Samar - 1 Cashier, 12 Disbursing Officers
- g. Leyte - 1 Cashier, 8 Disbursing Officers
- h. Maasin City - 1 Cashier, 1 Disbursing Officer
- i. Northern Samar - 1 Cashier, 19 Disbursing Officers
- j. Ormoc City - 1 Cashier, 2 Disbursing Officers
- k. Samar - 1 Cashier, 9 Disbursing Officers
- l. Southern Leyte - 1 Cashier, 3 Disbursing Officers
- m. Tacloban City - 1 Cashier, 8 Disbursing Officers
- n. RO - 1 CAO, 1 SAO,
5 Administrative Division Unit Head,
3 Cash Section Staff



4. Each Division Office is required to send its **Confirmation Letter** to the DepEd RO VIII Cash Section's Office through **cashier.region8@deped.gov.ph** not later than October 22, 2021.
5. For information and/or clarifications, call telephone number (053)-832-5735.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

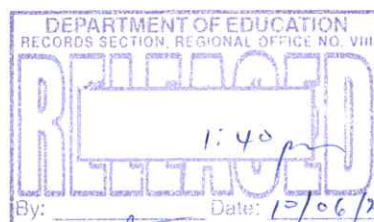
Enclosures: Confirmation Letter

References: none

To be indicated in the Perpetual Index under the following subjects:

CASH SECTION

COORDINATION MEETING





Republic of the Philippines
Department of Education
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CONFIRMATION LETTER

EVELYN R. FETALVERO, CESO IV

Regional Director
DepEd Region VIII
Candahug, Palo, Leyte

Sir:

May I respectfully submit the List of our Participants to the **2021 Virtual Coordination Meeting of Regional and Division Cashier and Autonomous Schools' Disbursing Officers** on **October 28-29, 2019**.

NAME	POSITION	SIGNATURE

Very truly yours,

Schools Division Superintendent