

7401



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

June 19, 2023

OFFICE MEMORANDUM

FD-2023- **367**

**OFFICE POLICY ON BORROWING OF PAID DISBURSEMENT VOUCHERS
FROM THE FINANCE DIVISION**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This office, through the Finance Division, hereby announces **that effective immediately, borrowing of** paid Disbursement Vouchers (DVs) already submitted from the Cash Section to the Accounting Section shall no longer be allowed to protect the integrity of these official documents and establish accountabilities on the files.
2. Further, concerned offices that need copies of some documents to support succeeding claims of the same nature are advised to coordinate with the Cash Section before these paid DVs are submitted to the Accounting Section.
3. In instances where the need for some document is significant, a written request approved by the Regional Director, specifying the reason/s and details of the documents shall be required by the Finance Division.
4. Immediate dissemination and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: None

References: None

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

DISBURSEMENT VOUCHERS

FINANCE

FILES

FD-GJF

