



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

March 6, 2024

**OFFICE MEMORANDUM**

FD-2024- **151**

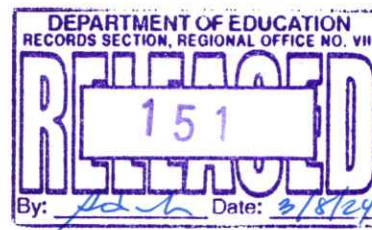
**DISSEMINATION OF THE UPDATED FINANCE DIVISION CHECKLIST OF REQUIREMENTS FOR DOCUMENT PROCESSING**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. This office, through the Finance Division, disseminates the updated checklist of requirements on various claims forwarded to the Finance Division for processing.
2. **Effective March 01, 2024**, the documents must be prepared and completed in conformance with the streamlined list of requisites.
3. The revised checklists are in accordance with the latest issuances from the Commission on Audit (COA) which are necessary to establish the validity and propriety of claims submitted for payment.
4. All concerned offices are advised to coordinate with their respective office's KMT members to obtain the checklists through this file path: **Knowledge Management Team (KMT) google drive > Document Master List > FD > Internal.**
5. Immediate dissemination and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

FD-AS-JGYN



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