



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

September 11, 2024

OFFICE MEMORANDUM

FD-2024- **468**

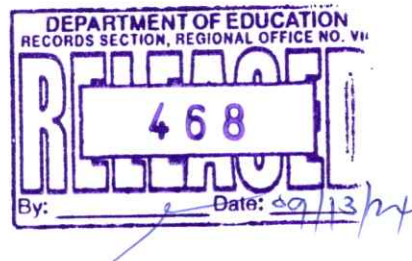
DISSEMINATION OF UPDATED FINANCE DIVISION FORMS AND TEMPLATES

To: Director III
Functional Division Chiefs
All Others Concerned

1. This office, through the Finance Division, disseminates the updated internal and external forms and templates applicable to other functional divisions.
2. **Effective September 18, 2024**, all forms and templates included in Finance Document Master List (DML) must be utilized accordingly.
3. The revised list of coded internal documents and customized external documents are in accordance with the latest guidelines and assessment issued by the Knowledge Management Team (KMT).
4. All concerned offices are advised to coordinate with their respective office's KMT members to obtain the forms and templates through this file path: **Knowledge Management Team (KMT) google drive > Document Master List > FD > Internal/External.**
5. The Finance Division shall conduct a Reorientation on the Use of the Updated Forms and Templates at a schedule to be announced in a separate memo.
6. Immediate dissemination and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

FD-AS-JGYN



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