



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

October 9, 2024

REGIONAL MEMORANDUM

FD-2024- 1224

**SCHEDULE OF THE RETRIEVAL OF NOTICE OF SUSPENSION
COMPLIANCE DOCUMENTS FROM THE DIVISION OFFICES**

To: Schools Division Superintendents } Northern Samar
All Others Concerned } Samar
} Calbayog City
} Southern Leyte
} Maasin City
} Tacloban City
} Baybay City
} Ormoc City
} Leyte

1. This Office, through the Finance Division, hereby announces the schedule of the Retrieval of the Notice of Suspension Compliance Documents from the concerned Schools Division Offices on the following dates, to wit:

DIVISION OFFICE	DATE	IN-CHARGE
Samar Calbayog City	October 21-23, 2024	Justine Arthur M. Yu Edsel P. Dolo
Tacloban City	October 21-22, 2024	Mary Beth D. Tolibas Wendelyn C. Duque
Baybay City Ormoc City	October 21-23, 2024	Mary Grace Antivo Yvonne Mae L. Ripalda
Leyte	October 24-25, 2024	Mary Beth D. Tolibas Wendelyn C. Duque
Northern Samar	October 28-30, 2024	Fe M. Gerona Mary Beth D. Tolibas
Southern Leyte Maasin City	November 4-6, 2024	Mary Beth D. Tolibas Wendelyn C. Duque

2. All the SDO Accountants and personnel involved in the preparation of the Statement of Expenditures (SOE), Report of Disbursements, and gathering of the supporting documents are directed to prioritize the task to facilitate submission of settlement documents to the RO-Finance.

3. Travel expenses of the concerned RO personnel shall be charged against the RO-FD MOOE allocation subject to existing auditing rules and regulations.



4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director *a*

Enclosures: None

References: None

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

FINANCE

SETTLEMENT

SUSPENSIONS

FD-GJF

