



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

February 5, 2025

REGIONAL MEMORANDUM

No. **126** s. 2025

**SCHEDULE OF THE RETRIEVAL OF COMPLIANCE DOCUMENTS
FROM THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, announces the schedule of the Calendar Year (CY) 2025 Retrieval of the Audit Observation Memorandum (AOM), Notice of Suspensions (NS), and Notice of Disallowances (ND) Compliance Documents from the Schools Division Offices on the following dates, to wit:

DIVISION OFFICE	DATE	IN-CHARGE
Northern Samar Calbayog City	February 17-21, 2025	Fe M. Gerona Mary Beth D. Tolibas Justine Arthur M. Yu
Biliran Ormoc City Southern Leyte Maasin City	February 17-21, 2025	Yvonne Mae L. Ripalda Judy Grace Y. Nirza Edsel P. Dolo
Eastern Samar Borongan City Leyte	April 14-18, 2025	Fe M. Gerona Mary Beth D. Tolibas Justine Arthur M. Yu
Catbalogan City Samar Tacloban City Baybay City	April 14-18, 2025	Yvonne Mae L. Ripalda Judy Grace Y. Nirza Edsel P. Dolo

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 must 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

Enclosures: As stated

References: None

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

COMPLIANCE DOCUMENTS

FINANCE

SETTLEMENTS

FD-GJF

