

526



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

October 17, 2025

OFFICE MEMORANDUM

FD-2024- **526**

**DISSEMINATION ON THE CODED 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 **coded** checklist of requirements on various claims forwarded to the Finance Division for processing.
2. **Effective November 03, 2025**, documents must be prepared and completed in conformance with the streamlined list of requisites.
3. 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.**
4. Immediate dissemination and compliance with this memorandum are desired.



RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

FD-AS-JGYN