



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 5, 2026

DIVISION MEMORANDUM
No. 002, s. 2026

TECHNICAL ASSISTANCE AND REORIENTATION FOR ADMINISTRATIVE OFFICER II (AO II) OF THE NON-IMPLEMENTING UNIT ELEMENTARY AND SECONDARY SCHOOLS

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary Non-IU School Heads and Administrative Officers
Division Accounting Personnel
All Others Concerned

1. In line with the continuous efforts to strengthen school-based financial operations and ensure compliance with existing rules, regulations, and standards, this Office, through the Accounting Section, will conduct a **Technical Assistance and Reorientation for all Administrative Officer II (AO II) assigned to Non-Implementing Unit Elementary and Secondary Schools on January 19, 2026 from 8:00 a.m. to 5:00 p.m. at Gabriella Hall, Old Division Office, Escalante City.**
2. This activity aims to provide technical assistance on identified areas requiring improvement, particularly in submission of request for cash advance, liquidation requirements and coordination with the Schools Division Office and reorient AO II personnel on their roles and functions and enhance their understanding of the current financial policies and procedures.
3. Participants are required to bring their respective **Request for Cash Advance for the implementation month of January 2026** together with the supporting documents and attachments.
4. Expenses relative to the conduct of this activity shall be charged against the Division and School MOOE subject to the usual accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, or similar circumstances that run counter to the Equal Opportunity Policy (EOP).
6. All are enjoined to actively participate and extend full cooperation.


PETER H. GALIMBA

OIC, Schools Division Superintendent 

Reference: As Stated

Enclosure: None

Allotment: Division Order No. 1, s.2019

To be indicated in the Perpetual Index
under the following subjects

ACCOUNTING TECHNICAL ASSISTANCE REORIENTATION CASH ADVANCE
OSDS/LVBAYADOG



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