



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 J. GALIMBA**

OIC, Schools Division Superintendent *Feb.*

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



DepEd Schools Division of Escalante City  
Brgy. Hacienda Fe, Escalante City, Negros Occidental  
Tel. Nos – (034) 724-5720, (034) 454- 0746  
[Escalante.city001@deped.gov.ph](mailto:Escalante.city001@deped.gov.ph)  
[Depedescalantecity.weebly.com](http://Depedescalantecity.weebly.com)