



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



January 7, 2026

DIVISION MEMORANDUM
No. 010, s. 2026

DIVISION FUND DAY

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Non-IUS Administrative Officers
Division Personnel
All Others Concerned

1. Pursuant to the liquidation timeline prescribed under Division Memorandum No. 002, s. 2026, this Office, through the Accounting Section, shall conduct a **Division Fund Day** on schedules stated in this Memorandum, from **8:00 a.m. to 5:00 p.m.** at **Gabriella Hall, Old Division Office, Escalante City.**
2. The Division Fund Day is an intervention initiated by this Office to facilitate the timely and efficient settlement of cash advances and related financial accountabilities. It aims to address existing bottlenecks in the liquidation process by providing a dedicated schedule and venue where concerned personnel can be guided and assisted in the preparation, submission, and reconciliation of their liquidation documents.
3. The following are the schedules set for this activity:

IMPLEMENTING MONTH	ACTIVITY SCHEDULE
January	January 26, 2026
February	February 23, 2026
March	March 25, 2026
April	April 24, 2026
May	May 26, 2026
June	June 24, 2026
July	July 27, 2026
August	August 24, 2026
September	September 25, 2026
October	October 26, 2026
November	November 23, 2026
December	December 18, 2026



DepEd Schools Division of Escalante City
Brgy. Hacienda Fe, Escalante City, Negros Occidental
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4. We respectfully request the attendance of the respective Administrative Officers of Non-IUS, together with the pertinent signatories concerned, to wit:

- a. Schools Division Superintendent
- b. CID Chief
- c. Supply and Property Officer
- d. Division Engineer
- e. Division Accountant and Bookkeepers

5. A **registration fee** as per attached herewith shall be auto deducted to defray all expenses relative to the conduct of this activity, and shall be charged against the School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

6. 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).

7. For your information, guidance and strict compliance.


PETER S. GALIMBA
OIC, Schools Division Superintendent *sub.*

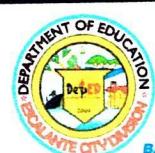
Reference: As Stated

Enclosure: None

Allotment: Division Order No. 1, s. 2019

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

LIQUIDATION FINANCIAL ACCOUNTABILITY
OSDS/LVBAYADOG



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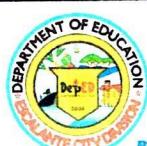
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Enclosure No. 1 to Division Memorandum No. 010, s. 2026

SEQ. NO.	NAME OF SCHOOL	AMOUNT
1	Alimango Elementary School	3,600.00
2	Binaguiohan Elementary School	3,600.00
3	Buenavista Elementary School	3,600.00
4	Cervantes Elementary School	3,600.00
5	Danao Port Elementary School	3,600.00
6	Dian-ay Elementary School	3,600.00
7	Don Esteban dela Rama Elementary School	3,600.00
8	Doña Rosario C. Valdivia Elementary School	3,600.00
9	Escalante Central Elementary School	3,600.00
10	Escalante Elementary School	3,600.00
11	Hacienda Fe Elementary School	3,600.00
12	Japitan Elementary School	3,600.00
13	Jonobjonob Elementary School	3,600.00
14	Langub Elementary School	3,600.00
15	Libertad Elementary School	3,600.00
16	Mabini Central Elementary School	3,600.00
17	Magsaysay Elementary School	3,600.00
18	Mercedes Alemany Parreño Elementary School	3,600.00
19	Pinapugasan Elementary School	3,600.00
20	Puting Bato Elementary School	3,600.00
21	Rizal Elementary School	3,600.00
22	Tamlang Elementary School	3,600.00
23	Teofilo Amante Sr. Elementary School	3,600.00
24	Udtongan Elementary School	3,600.00
25	Washington Elementary School	3,600.00
26	Cervantes National High School	3,600.00
27	Floro T. Bongco Farm School	3,600.00
28	Japitan National High School	3,600.00
29	Libertad National High School	3,600.00
30	Langub National High School	3,600.00
31	Magsaysay National High School	3,600.00
32	Pinapugasan National High School	3,600.00
33	Washington National High School	3,600.00
34	Malasibog Integrated School	3,600.00
35	Paitan Integrated School	3,600.00
36	Laoyan Elementary School	3,600.00
	TOTAL	129,600.00

--NOTHING FOLLOWS--

[Signature]



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