

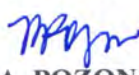


DIVISION MEMORANDUM
No. 232 s. 2018

DEPED-NUEVA ECIJA
RELEASED
SEP 20 2018

RECORDS SECTION

TO : **Public Schools District Supervisors**
Elementary School Heads/Principals
Secondary School Principals with/without Fiscal Autonomy
Elementary School Treasurers
ADAS II/ disbursing Officers
Administrative Assistant III
And all other concern

FROM : 
RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

SUBJECT : Submission of Specimen Signature

DATE : September 19, 2018

In the exigency of service and to promote transparency and accountability over financial operations particularly disbursement of MOOE funds, it is hereby ordered to submit **specimen signatures** of the **School Head/ Teacher in Charge, School Treasurer/ Disbursing Officer (ADAS II), Supply/Property Custodian, District Supervisor and Administrative Assistant III** to the Accounting Unit on or before **October 5, 2018** using the template attached in this memorandum.

For strict compliance.





(Template)

CERTIFICATION

To whom it may concern:

This is to certify that the following signature affixed in this document are official signatories for MOOE liquidation report of (School Name/School Address) of (District) which shall be submitted on your office.

This is to certify further that I have checked the veracity of the signature and shall only reflect on the submitted financial reports and that I shall be liable for cases of counterfeited signatures which might reflect on official financial documents under my jurisdiction.

District Supervisor

District Supervisor:

(First Name MI Last Name)

(SIGNATURE) (SIGNATURE) (SIGNATURE)

School Head/Teacher in Charge:

(First Name MI Last Name)

(SIGNATURE) (SIGNATURE) (SIGNATURE)

School Treasurer/ Disbursing Officer (ADAS II):

(First Name MI Last Name)

(SIGNATURE) (SIGNATURE) (SIGNATURE)

Supply/Property Custodian:

(First Name MI Last Name)

(SIGNATURE) (SIGNATURE) (SIGNATURE)

Administrative Assistant III:

(First Name MI Last Name)

(SIGNATURE) (SIGNATURE) (SIGNATURE)

