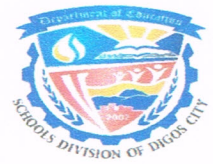




Republic of the Philippines
Department of Education
REGION XI
City Schools Division of Digos



Office of the City Schools Division
Superintendent

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Division Memorandum No. 202 s. 2016

TO : CID and SGOD Chiefs
Concerned Education Program Supervisors
Chief of Sections
Public Schools District Supervisors
Secondary/ Elementary School Heads

DepEd Schools Division of Digos

RELEASED
3228

Date: APR 19 2016 mg 4:27

By: [Signature]

FROM : *[Signature]*
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT : Agreements Forged During the Management Committee Meeting on April
18, 2016

DATE : April 19, 2016

Please be reminded of the items agreed during the MANCOM Meeting held last April 18, 2016 at My Place, Roxas St., Digos City.

1. Posting of countdown timer in preparation for the opening of classes on June 13, 2016.
2. Maintaining of updated Transparency Board which shall display the liquidation report of school funds to be posted in conspicuous places within the school premises. The report should be clear, easy-to read, accessible and up to date.

Moreover, Transparency Board shall display the items found in the Cash Disbursement Register (CDR) of the school, which is used to record, monitor and report the transactions involving the grant of cash advances/payments charged thereto, and liquidation thereof by School Head/Disbursing Officer, the liquidation report for the month of March and request letters for April and May, 2016 and onwards.

Updating of transparency board shall be every three (3) months.

3. Submission of frontline services by Division Chiefs and Heads of Sections on April 18, 2016 at 4:00 PM for the purpose of updating of the Citizens Charter to promote transparency with regard to the manner of transacting with the public through the simplification of frontline service procedures, formulation of service standards for every transaction, and making these known to the customers. Citizens Charter shall be updated once every two (2) years.

4. Checking of DepEd forms shall be conducted by the school heads every month to ensure that the forms are intact and updated. This includes attachment such as birth certificate, reading results, Form 138 and Form 137.
5. Depositing of Forms 138 and 137 in the Principal's Office to make them accessible to the pupils and parents to claim this summer. This also includes depositing of room keys in the Principal's Office.
6. Submission of List of Employees with photocopies of PRC license indicating license number, expiry date, and action taken to track renewal.
7. Submission of Class Programs for the School Year 2016-2017 shall be on June 6, 2016. Attention: Curriculum and Implementation Division

For information, guidance and compliance.