



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2025- 001

To : All SDO personnel
All School personnel
All concerned

Subject : **Submission of Two original documents for obligation and payment**


Date : January 27, 2025

In preparation with ISO implementation requirements, the Budget & Finance Section requires the submission of TWO (2) ORIGINAL COPIES of each document for processing for obligation and payment. These should be arranged in 2 sets; the first set is for the COA submission and the second set is for accounting file.

In cases where original documents are unavailable, certified true copies must be provided, with certification carried out by an authorized individual.

For information, guidance and compliance.


MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OF DIGOS CITY
RECORDS SECTION
RELEASED
DATE: JAN 28 2025 TIME: 2:20 PM
BY: 



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