



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM

OSDS-2025-772

To : All Finance Staff
This Office

Subject : **FINANCE SECTION STAFF MEETING**

Date : December 02, 2025

You are hereby directed to attend the above-captioned subject on December 04, 2025, Thursday, 1:00 PM, this office.

Agenda of the meeting are as follows:

- I. ISO 9001:2015 related concerns
- II. Policy Issuances: Department Order 8, s. 2019 – Revised Implementing Guidelines on the Direct Release, Use, Monitoring, and Reporting of Maintenance and Other Operating Expenses (MOOE) Allocation of Schools, Including Other Funds Managed by Schools
- III. Financial Reports and Updates:
 - Submission of Monthly Reports
 - Remittance of Withholding Taxes
 - Strategic Performance Management System (SPMS) database
 - Disbursement Voucher Checklist
 - Financial Targets
- V. Other Matters

Your attendance is enjoined.


MA. FLORINEL G. GALLARDO
Accountant III

Noted by:

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

For and in the absence of the SDS


NEIL D. BONGCAYAO
Public Schools District Supervisor

12/2/25



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Noted:

NAME	DESIGNATION	SIGNATURE
Ma. Florinel G. Gallardo	Accountant III	
Jake Lloyd S. Vencio	Administrative Officer V	
John Paul R. Camingawan	Administrative Officer II	
Giselle D. Gonzales	Administrative Officer II	
Ethel D. Calva	Administrative Assistant III	
Ethel M. Tabalba	Administrative Assistant III	
Genie D. Pius	Administrative Assistant III	
Michelle D. De Guia	Administrative Assistant III	
Renante A. Pantonial	Administrative Assistant III	
Nicole Jan R. Dacalos	Administrative Assistant III	
Lea Niña C. Tambilawan	Administrative Assistant III	
Jayson G. Gebana	Administrative Assistant II	
Precious D. Cariquitan	Administrative Assistant II	
Joel E. Estomo	Administrative Assistant II	
Maureen A. Tampico	Administrative Assistant II	
Jenny Mae D. Sumaljag	Administrative Assistant I	

