



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

September 4, 2019

MEMORANDUM TO:

MARLENE P. ARAGONES – Principal, Tampi NHS
JAYSON REY A. MEDENILLA – Principal, Pacuan NHS
ROSEMARIE S. BOHOL – Principal, Paniabonan HS

In as much as your schools are qualified to become an Implementing Unit, you are then hereby directed to submit the following requirements stated in the attached checklist for the application and Issuance of Agency Code.

You are expected to submit the same at the finance office on or before September 23, 2019.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

05 SEP 2019

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6887 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



DEPARTMENT OF EDUCATION

Accounting Division

Revised Checklist of Requirement for Issuance of Agency Code to Division Office

Per DepEd Order No. 40 s. 2014 dtd. August 26, 2014

	REQUIREMENTS	REMARKS
	Secondary School concerned must be included in the Current GAA Official Gazette with at least 5M appropriation. (Please attach a copy of the current GAA where the appropriation of the school is reflected)	
	The school must have a Principal position per latest PSISOP and with at least twenty (20) teachers. (Please attach certified true copy of the appointment paper of the "current principal" and latest / updated PSISOP)	
	The school must have designated / appointed financial staff (Bookkeeper and Disbursing Officer) moreover, please attach the certificates of trainings / seminars attended by the financial staff related to financial management and Certification of the School Head as to the capability to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, Senate, House of Representative, etc. (Kindly attach the appointment papers of financial staff and the certification should be at least be noted by Schools Division Superintendent)	
	EBEIS data on enrolment per grade level for the current school year.	
	Letter Request for the issuance of Agency Code by the School Head addressed to the Schools Division Office. (Must be prepared by the "current principal")	
	Indorsement letter from the Schools Division Office to Regional Office.	
	Indorsement letter from the Regional Office concerned.	

Note:

For Submission

Reviewed/Evaluated By:

Noted by:

EARL B. BUNYI
Accounting Staff

DAKLA Z. NADUA
Section Chief, CROCS