



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



September 24, 2018

REGIONAL MEMORANDUM
 No. 524 s., 2018

FINALIZATION OF BILLING DOCUMENTS FOR WORK ESSENTIALS



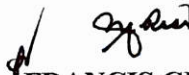
To: Schools Division Superintendents
 This Region

1. The **Finalization of Billing Documents for Work Essentials** shall be on **September 28, 2018** at **CLMD Office, DepEd Caraga, Butuan City**.
2. In the finalization of the billing documents, the following are requested to visit CLMD office **on or before September 28, 2018**:

Division	School	Required personnel for the finalization	Additional documents to be brought during finalization
Surigao del Norte	Gigaquit National HS	Principal Property Custodian SHS Coordinator	Purchase Request for Work Essentials
	Hacienda NHS	SHS Coordinator	Purchase Request for Work Essentials
	Pananay-an NHS	SHS Coordinator	Purchase Request for Work Essentials
	Toledo S. Pantilo Sr. Memorial NHS	SHS Coordinator	Purchase Request for Work Essentials
	Alegria NHS	Property Custodian	
Surigao City	Surigao City NHS	Principal	
	Taft NHS	Principal	
Dinagat	DREESMNHS	Principal	
	Albor NHS-SHS	SHS Coordinator Property Custodian	
	Dinagat NHS	Principal SHS Coordinator	Purchase Request for Work Essentials
	Trinidad MAPA Gupana NHS	Principal Property Custodian	
Siargao	San Isidro NHS	Property Custodian	

3. Identified principals, SHS coordinators and property custodians above are requested to see **Mr. Bernabe L. Linog**, Regional SHS Coordinator for the finalization of the billing documents.
4. No proxy or substitution of the required personnel is allowed.

5. **Traveling expenses, per diem, meals and accommodations** of the abovementioned personnel shall be charged against **local/ school MOOE funds** subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this **Memorandum** to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director 

Encls: None

Reference: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:

K to 12 **SHS** **TOOLS & EQUIPMENT**

clmd12/bll
09/24/18