



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

02 JUN 2023

DIVISION MEMORANDUM
No. 39, s. 2023

**ONE (1) COPY ONLY FOR ALL DOCUMENTS SUBMITTED TO THE FINANCE UNIT OF THE
DIVISION OFFICE**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elementary/Secondary Schools Administrators
District Bookkeepers
All others concerned

1. In support to the continued implementation of the 5S in our workplace, this Office announces that starting June 1, 2023, all documents forwarded or submitted to the Finance Unit of the Division Office will now be one (1) copy only.
2. Original copy of the document shall be submitted for any or all transactions that require it as supporting attachments.
3. Should you have questions or inquiries regarding this matter, kindly contact directly the personnel in charge of your concern.
4. For your information, guidance, and compliance.

By the authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, JD, EdD.
Assistant Schools Division Superintendent
Officer-In-Charge

6/01/23

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NCO/JMA-MKP-NLR/FINANCE/MJPP
June 1, 2023



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