



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of negros oriental

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2023-54

TO : **MELANIE R. ALAM** - AO II – Dauin NHS  
**MEALEN B. QUIBOL** - AO II - Sibulan NHS

THRU : **PSDS/School Head**

*By the Authority of the Schools Division Superintendent:*

FROM : **MARCELO K. PALISPIS, EdD. JD**  
OIC-Assistant Schools Division Superintendent

SUBJECT : **BUDGET MONITORING SYSTEM ENCODING and PERSONNEL SERVICES Pre-Audit**

DATE : **FEBRUARY 1, 2023**

1. To ensure the completion of all the requirements needed for the timely submission of CY 2023 Financial & Budgetary Reports, the Finance Section hereby order the above-named personnel to handle the Pre-Audit of some Personnel Services transactions and help with the obligation and disbursements in the Budget Monitoring System.
2. This is due to the voluminous transactions received by the Finance Section.
3. You can report to DepEd, Division Office starting today or as scheduled by the school until such time that the one who is going to handle such function will start to report to this office.
4. Travelling and lunch expenses related to this order shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. This serves as an **Authority to Travel**
6. Please be guided accordingly

SPP/JMA-MKP/FINANCE/jpp-ldc  
Feb. 1, 2023

2 FEB 2023



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