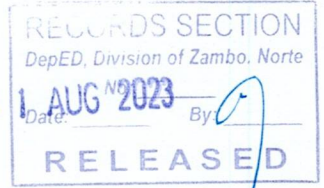




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 31, 2023

Division Memorandum
No. 367s. 2023

TIMELINE FOR THE CHANGE OF SCHOOL SIGNATORY

TO : Assistant Schools Division Superintendents
Chiefs, EPS, SEPS/Unit Heads, CID & SGOD
Public Schools District Supervisors/PICDs
ALL SCHOOL HEADS/PRINCIPALS, Public Elem & Sec Schools
All Others Concerned

1. Section 20 of the DepEd Order 29, s. 2019 states that, **in case of reassignment of a school head to another school, or upon his/her retirement/separation/suspension from the service, the cash advance released to him/her must be liquidated and accounted for, and the accountability for the funds and the unused checks should be transferred from the outgoing to the incoming school head, before a clearance may be issued to the former.** The policy of 'no liquidation, no clearance' shall be strictly implemented. The balance of funds, as well as the unused checks, shall be turned over to the incoming accountable officer through the issuance of the Authority to Transfer Accountability for School Funds.
2. To ensure that the delivery of school services shall not be adversely affected due to the aforementioned cases, this office directs the concerned accountable officers or the incoming and the outgoing school heads, to consummate **the change of school signatory within five (5) working days from receipt of order of transfer or otherwise.**
3. Attention of accountable officers is hereby directed to the procedural guidelines relative to the subject or as covered by COA, DBM and DepEd Joint Circular No. 2019-1, which are reiterated under Title IV of DepEd Order 29, s. 2019.
4. Strict compliance with this Memorandum is directed.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Encl.:

As stated
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