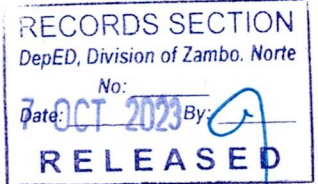




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

Division Memorandum  
No. 457 s. 2023

October 17, 2023

**ADDENDUM ON DM No. 441 s. 2023: REITERATION OF COA CIRCULAR NO. 004-2023 PRESCRIBING THE UPDATED DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT TRANSACTIONS, AMENDING COA CIRCULAR NO. 2012-001**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
School Heads  
Section/ Unit Heads  
Division Office Personnel  
All Others Concerned

1. In relation to DM No. 441 s. 2023: *REITERATION OF COA CIRCULAR NO.004-2023 PRESCRIBING THE UPDATED DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT TRANSACTIONS, AMENDING COA CIRCULAR NO. 2012-001*, it is required that a **Certificate of Appointment duly attested by the Civil Service Commission (CSC)** must be secured when claiming for the first salary.
2. This means that all newly hired employees must ensure that they have secured their Certificate of Appointment before claiming their first salary. Failure to present this document will result in a delay in the processing of the said claim.
3. For guidance, widest dissemination, and stern compliance.

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

OSDS/mdc/ ADDENDUM ON DM No. 441 s. 2023: REITERATION OF COA CIRCULAR NO. 004-2023  
PRESCRIBING THE UPDATED DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT  
TRANSACTIONS, AMENDING COA CIRCULAR NO. 2012-001/October 17, 2023



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