

Republic of the Philippines
Department of Education
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran

July 15, 2015

DIVISION MEMORANDUM

No. 152, s. 2015

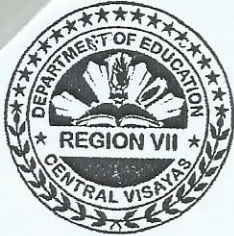
**CODE PER REVISED CHECKLIST OF REQUIREMENT FOR ISSUANCE OF AGENCY DEPED ORDER
NO. 40 S. 2914**

**TO: All Education Program Supervisors/Area Consultants,
School Heads/Principals of Public & Private Elementary and Secondary Schools and
All Others Concerned**

1. For the information and guidance of all concerned, enclosed is a DepEd Regional Memorandum No. 395, s. 2015 from Dr. Juliet A. Jeruta, DepEd Regional Director III, Officer Incharge dated July 6, 2015 entitled DISSEMINATION OF REVISED CHECKLIST OF REQUIREMENT FOR ISSUANCE OF AGENCY CODE TO DIVISION OFFICE PER DEPED ORDER NO. 40, s. 2014 DATED AUGUST 26, 2014.
2. For compliance.


EVANGEL M. LUMINARIAS, Ph., D, CESO V

Schools Division Superintendent



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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



July 6, 2015

REGIONAL MEMORANDUM
No. 395, s. 2015

**DISSEMINATION OF REVISED CHECKLIST OF REQUIREMENT FOR ISSUANCE
OF AGENCY CODE TO DIVISION OFFICE PER DEPED ORDER NO. 40 s.2014
DATED AUGUST 26, 2014**

**To : Schools Division/City Superintendents
Officers-in-Charge of Regular Divisions**

1. For the information and guidance of all concerned, enclosed is a copy of Revised Checklist of Requirement for Issuance of Agency Code to Division Office per DepEd Order No. 40 s. 2014 dated August 26, 2014.
2. Immediate and wide dissemination of this Memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA
Director III
Officer-in-Charge

JANATH/CS
Atty: Regional MEMO re: Revised Checklist of Requirement for Issuance of Agency Code to Division Office
per DepEd Order No. 40 s. 2014 Dated August 26, 2014

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

DEPARTMENT OF EDUCATION

Accounting Division

Revised Checklist of Requirement for Issuance of Agency Code to Division Office

Per DepEd Order No. 40 s. 2014 dtd. August 26, 2014

	REQUIREMENTS	REMARKS
	Secondary School concerned must be included in the Current GAA Official Gazette with at least 6M appropriation. (Please attach a copy of the current GAA where the appropriation of the school is reflected)	
	The school must have a Principal position per latest PSIPOP and with at least twenty (20) teachers. (Please attach certified true copy of the appointment paper of the "current principal" and latest / updated PSIPOP)	
	The school must have designated / appointed financial staff (Bookkeeper and Disbursing Officer) moreover, please attach the certificates of trainings / seminars attended by the financial staff related to financial management and Certification of the School Head as to the capability to comply with the submission of financial reports to oversight agencies such as COA, DBM, NEDA, Senate, House of Representative, etc. (Kindly attach the appointment papers of financial staff and the certification should be at least be noted by Schools Division Superintendent)	
	EBEIS data on enrolment per grade level for the current school year.	
	Letter Request for the issuance of Agency Code by the School Head addressed to the Schools Division Office. (Must be prepared by the "current principal")	
	Indorsement letter from the Schools Division Office to Regional Office.	
	Indorsement letter from the Regional Office concerned.	

Note:

For Submission

Reviewed/Evaluated By:

EARL B. BUNYI
Accounting Staff

Noted by:

DAKILA Z. NADUA
Section Chief, CROCS