



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

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187
DEPED-MALAYBALAY CITY DIVISION

RELEASED

Date: 9/19/14 Time: 3:08 PM

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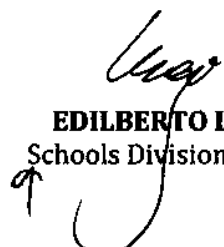
September 19, 2014

DIVISION ADVISORY

**DISSEMINATION OF ADMINISTRATIVE ORDER NO. 22, SERIES OF 2014
ISSUED BY THE CITY GOVERNMENT OF MALAYBALAY**

**TO : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads
All Others Concerned**

1. This Office hereby disseminates the herein Administrative Order No. 22, series of 2014 issued by the Honorable City Mayor Ignacio W. Zubiri relative petty cash disbursements, which is self-explanatory.
2. For dissemination.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Encl.:

As stated

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Records Section
AO File

TO BE POSTED IN THE DIVISION WEBSITE



Province of Bukidnon
CITY OF MALAYBALAY
CM Recto Street

OFFICE OF THE CITY MAYOR

CMIO

DEPARTMENT	341	SECTION	
RECEIVED			
DATE:	01/21/14	TIME:	1:00
BY:	Jene		

Administrative Order No. 22
Series of 2014

Pursuant to Sec. 48, Volume II of the New Government Accounting System (NGAS) prescribed by the Commission on Audit and to streamline the number of signatories for petty cash disbursements involving financial assistance amounting to P2,500.00 or less, the following rules shall be observed:

1. The Petty Cash Voucher, as prescribed under Sec. 48, Volume II of NGAS shall be used for financial assistance amounting to P2,500.00 or less charged to the Petty Cash Fund;
2. The Petty Cash Voucher shall be supported with a.) Certificate of Eligibility; b.) Social Case Summary and c.) DSWD Form No. 200 series of 2009.

This Order shall take effect immediately.


IGNACIO W. ZUBIRI
City Mayor

Copy furnished:

All Offices concerned