



**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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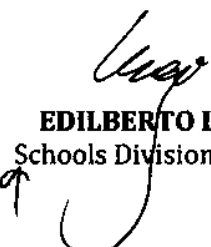
September 19, 2014

**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

Copy furnished:

Records Section  
AO File

**TO BE POSTED IN THE DIVISION WEBSITE**



Province of Bukidnon  
**CITY OF MALAYBALAY**  
CM Recto Street  
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**OFFICE OF THE CITY MAYOR**

**CMIO**

DEPARTMENT	341	SECTION	
<b>RECEIVED</b>			
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