



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay

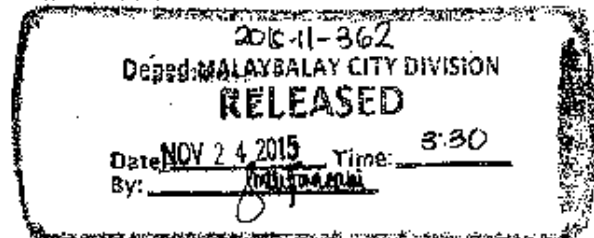


November 24, 2015

DIVISION MEMORANDUM

No. 498s. 2015

To: Public Schools District Supervisors
School Administrators
Bookkeepers and Disbursing Officers
All Other Concerned
This Division




**SUBJECT: NON-ACCEPTANCE OF CHECKS WITH ERASURES,
ALTERATIONS OR MISSING INFORMATION**

Please be informed that effective January 4, 2016, Development Bank of the Philippines shall not accept checks with erasures, alterations or missing information even if countersigned.

Furthermore, please be reminded to prepare and review Disbursement Vouchers before the issuance of checks to prevent cancellation due to erroneous entries.

Immediate dissemination of this memorandum is desired.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent