



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




DIVISION MEMORANDUM
No. 066 s. 2018

To: Secondary School Administrators (Non-Implementing Units)
Elementary School Administrators
Disbursing Officers
All concerned

SUBJECT: SUBMISSION OF SOFT COPY OF E-DISBURSEMENT REPORTS
FOR JANUARY-DECEMBER, 2017

To facilitate the preparation of the Monthly Reconciliation Statements, you are hereby directed to email the soft copies of your school's eDisbursement Report for CY 2017 to depedaccountingmalaybalay@yahoo.com using the email subject "e-Disbursement Report of <Name of School> for CY 2017" on or before February 5, 2018, Monday.

Compliance is hereby enjoined.


EDILBERTO L. OPLENARIA, CESO VI
OIC-Schools Division Superintendent

