



Department of Education

Region V

DIVISION OF CAMARINES SUR

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DIVISION MEMORANDUM NO. 255 s. 2017.

To : Assistant Schools Division Superintendents
Public Schools Division Supervisors
Concerned Schools Heads/ Principals
All Others Concerned

From : **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent *AB*

Subject : **FINAL NOTICE FOR THE LIQUIDATION OF CASH ADVANCES
GRANTED IN PRIOR YEARS**

Date : August 8, 2017

Pursuant to COA Memorandum Circular No. 2017-010 dated May 29, 2017 this office hereby reminds all concerned officials and employees with unliquidated cash advance in CY 2016 and previous years to **immediately** settle all outstanding balances.

In compliance thereto, this office shall be issuing demand letters to all accountable officers to finally give them opportunity to liquidate their cash advances. Said Circular provides that **"in case the accountable officers failed to liquidate, appropriate charges shall be filed by the concerned COA Cluster/Regional Directors before the Ombudsman."**

It is highly expected that all cash advances will be fully liquidated after issuance of this memorandum.

For information and guidance of all concerned.

Immediate and wide dissemination of this memorandum is desired.