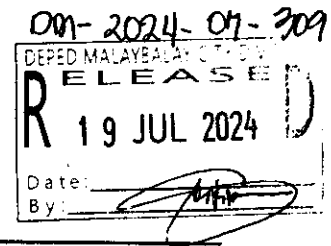




2024-96181

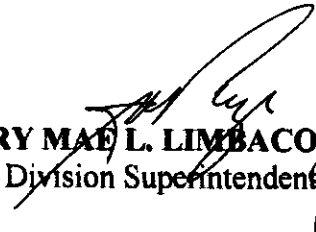
Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

NO. 309, s. 2024

To: Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: 
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

DATE: July 19, 2024

SUBJECT: **LIQUIDATION OF SCHOOL-BASED TRAINING OF TEACHERS
(SBTT) FUND**

1. Schools downloaded with the fund for the implementation of the School-Based Training of Teachers (SBTT) on the Matatag Curriculum are directed to submit Liquidation Reports and other required supporting documents on July 23, 2024, 10:00 a.m. at GAD Multi-Purpose Hall, Casisang, Malaybalay City.
2. Excess cash advance for SBTT Fund must also be refunded within the day upon receipt of Order of Payment from the Accounting Unit.
3. Further, School Senior Bookkeepers shall assist in the post-audit of the submitted Liquidation Reports and perform other tasks that may be assigned to ensure that all liquidations are checked, posted and refunded within the day.
4. Failure to comply shall mean no downloading of succeeding cash advances.
5. For compliance.

TO BE POSTED IN THE WEBSITE

Copy furnished: Records Section
Accounting Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph