



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF BILIRAN

DIVISION MEMORANDUM

No. 059 s. 2021

FROM: **JUDELLA R. LUMPAS, EdD, CESO VI**
 Schools Division Superintendent

TO: Assistant School Division Superintendent
 All Functional Division Chiefs
 PSDS
 School Heads
 All Division Personnel and Employees
This Division

SUBJECT: **Submission of advance copy of Settlement documents for NS/ND/NFD/COE**

DATE: February 17, 2021

In monitoring the settlements for Notice of Suspension/Notice of Disallowance/Charge/Notice of Finality Decision/COA Order of Execution, we are requiring all Division Personnel and Employee concerned to provide the Finance Section an advance copy of supporting documents as proof of settlement for the following COA Issuances:

COA Issuance	Proof of Settlements
Notice of Suspension	1. Official receipt 2. Justification/Explanation/Legal basis 3. Transmittal letter for the submission of required documents stated in suspension
Notice of Disallowance	1. Official receipt 2. Legal basis as proof of appeal
Notice of Finality Decision	1. Official receipt
COA Order of Execution	1. Official receipt

We hope for your full support and cooperation on this matter in order to facilitate efficient processing of office Clearances.

Thank you.

DIVISION OF BILIRAN
 NAVAL, BILIRAN
RELEASED



Larrazabal, Naval, Biliran

053-500-4054/4060



KASIKAS
 Karamlatang Alang Sa Igoong Biliranon Kaabag Ang Sociedad
Mara, Be Counted, Achieve!

BY: _____
 DATE: 02/18/2021
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