



POSTED

Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF CITY OF SAN FERNANDO (LA UNION)

Office Memorandum
No. 12, s 2025

FEB 12 2025

**ADDENDUM TO OFFICE MEMORANDUM NO. 003, s. 2025 TITLED GUIDELINES
ON THE DISBURSEMENT OF TRANSPORTATION EXPENSES OF DIVISION
LIAISONS THROUGH PETTY CASH FUND (PCF)**

To: **Assistant Schools Division Superintendent**
Functional Division Chiefs
Section Heads
All Others Concerned

1. Relative to Office Memorandum No. 003, s. 2025 titled Guidelines on the Disbursement of Transportation Expenses of Division Liaisons through Petty Cash Fund (PCF), this are the additional liaisons and replacement of listed liaisons to wit:

Name of Additional Liaisons:

Administrative Division

Jonathan Tadina – Administrative Aide VI, Supply Unit

Finance Division

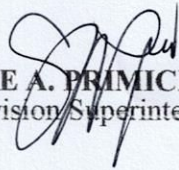
Lenalit Pascua – Administrative Assistant II, Budget Unit

Name of Replacement:

Bids and Awards Committee

Kristian Victor Casuga

2. Immediate dissemination of and compliance with this memorandum are desired.


SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
Reference No. : _____

