



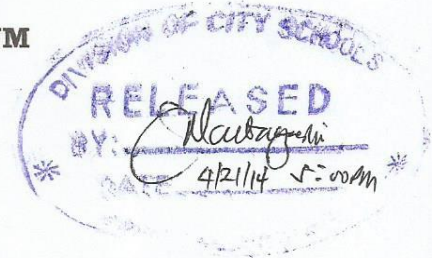
Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

Tel. no. 533-60-85 Fax. no.532-71-17  
E-Mail Address: [depedmandaluyong@gmail.com](mailto:depedmandaluyong@gmail.com)  
Official Website: [depedmandaluyong.wordpress.com](http://depedmandaluyong.wordpress.com)



April 21, 2014

**CORRIGENDUM TO UNNUMBERED MEMORANDUM  
DATED MARCH 24, 2014  
RE: YEAR-END DIVISION CLEARANCE  
FOR SCHOOL HEADS AND TEACHERS  
FOR SCHOOL YEAR 2013-2014**




**MEMORANDUM TO:** Assistant Schools Division Superintendent  
Education/District Supervisors  
Principals, Public Elementary & Secondary Schools

For clarification purposes, the following should be noted in the Year-End Clearance of School Heads for School Year 2013-2014 to wit:

**“Item No. 9: Year-end Summarized Audited Financial Report on School Canteen & Voluntary Contributions must be audited first by the Supervisor-in-Charge of the School prior to submission to Ms. Krizel A. Tayag, Division Accountant.**

**Item No. 10: Compilation of Quarterly School Canteen Audit Team Report should be submitted to Ms. Erdelinda G. Diaz, Education Program Supervisor.”**

Immediate dissemination of this **Memorandum** is desired.

  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent