



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

October 5, 2023

DIVISION MEMORANDUM

No. 347 s. 2023

IMPLEMENTATION OF QUEUING SYSTEM FOR PROCESSING OF FINANCIAL CLAIMS FOR TRAVEL REIMBURSEMENTS AND PAYMENT OF SUPPLIERS IN THE ACCOUNTING UNIT THIS DIVISION

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Heads of Units/Offices
Schools and District Heads
All other concerned.

1. In an effort to streamline existing processes, there shall be a Queuing System as an innovation in the Citizen's Charter effective immediately for processing of payment for financial claims particularly for:
 - a. travel reimbursements and
 - b. payment for suppliers [both for infra and goods and services]
2. The queuing system shall have the following mechanisms:
 - a. a queuing number shall be assigned to each client per financial claim on a first-come-first served basis, from numbers 1 to 30 only within the day and only clients with queuing numbers shall be processed;
 - b. the personnel-in-charge for the checking of documents /internal control shall ensure that all documents of clients with queuing numbers are checked and processed immediately.
3. This initiative is part of our ongoing efforts to improve efficiency and consistency across all functional divisions, units, and offices. Full cooperation and adherence are enjoined.
4. For immediate and wide dissemination.

GAUDENCIO C. ALJIBE, JR, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
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