



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 10, 2025

DIVISION MEMORANDUM
OSDS No. 075, s. 2025

**QR CODE AND LINK FOR THE CHECKLIST OF DOCUMENTARY
REQUIREMENTS FOR VARIOUS GOVERNMENT TRANSACTIONS**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
School Heads
Section Heads
All Others Concerned
This Division

1. This is in reference to the Division Memorandum OSDS No. 070, s. 2025, entitled ***"Checklist of Documentary Requirements for Various Government transactions."***
2. In line with this, the Schools Division Office - Accounting Section has established a QR Code and link for the easy access of the said forms, which are required as attachments in the processing of claims.
3. Attached herewith are the QR code and link to the checklist.
4. Wide dissemination of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.
Reference:
Allotment: none
To be included in the perpetual Index under

REPORTS RECORDS

JGS/OSDS/DM/ QR CODE AND LINK FOR THE CHECKLIST/ June 10, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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<https://bit.ly/4l2iEEv>



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