



Republic of the Philippines  
**Department of Education**  
Region I  
SCHOOLS DIVISION OFFICE PANGASINAN II

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**DIVISION MEMORANDUM**

No. 301, s.2024

**TO: All Public Schools Division Supervisors  
Elementary and Secondary School Heads  
All Others Concerned**

**FROM: MS. VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Schools Division Superintendent

**SUBJECT: POSTING REQUIREMENTS IN THE SCHOOLS TRANSPARENCY BOARD**

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This is to remind all School Heads to ensure strict compliance with DepEd Order No. 8 s.2019, which mandates the posting of information on the sources, intended use, and actual utilization of all school funds on the Transparency Board.

Please note the following requirements:

1. Transparency Board Placement: The Transparency Board must be placed in the most conspicuous spot in the school premises, easily visible to all stakeholders.
2. Information to be Posted: The board should clearly display details about:
  - a. Sources of school funds
  - b. Intended use of these funds
  - c. Actual utilization of the funds
3. Update Frequency: Information on the Transparency Board must be updated every three (3) months to reflect the most current data.

Ensuring transparency in the use of school funds is crucial for maintaining trust and accountability. Non-compliance with this directive will be monitored and addressed accordingly.

Thank you for your cooperation.

APPROVED FOR TRANSMISSION:

ARVIN R. PURISIMA  
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