Office of the Schools Division Superintendent

September 30, 2025

DIVISION MEMORANDUM
No. __0217__ , s. 2025

ONLINE REQUEST FORM FOR VARIOUS CERTIFICATIONS FROM THE ACCOUNTING SECTION

To　　:　　Assistant Schools Division Superintendent
　　　　　　Chief ES of Schools Governance and Operations Division
　　　　　　Chief ES of Curriculum Implementation Division
　　　　　　Education Program Supervisors
　　　　　　Public Schools District Supervisors
　　　　　　Section Heads
　　　　　　Public Elementary and Secondary School Heads
　　　　　　All concerned

1. In line with our effort to streamline processes and improve service delivery, the following requests for certifications to the Accounting Section shall henceforth be coursed through the online request form:

   a. Certificate of No Provident Fund Loan Balance
   b. Certificate of Last Payment Received
   c. Certificate of No Unliquidated Cash Advance
   d. Certificate of No Claim of Daily Travel Expenses

2. The online request form may be accessed through the following:
   a. Division Official Website: https://www.depedpanabocity.com/ - **eServices** tab (Enclosure I)
   b. Through https://forms.office.com/r/Vim33fTVFe or you may scan the QR code below:

   c. Immediate and wide dissemination of this memorandum is desired.

JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

OSDS/mjcs

RELEASED

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RECORDS SECTION SDO PANABO CITY
BY

ENCLOSURE I

1. Visit https://www.depedpanabocity.com

2. Click **eServices**
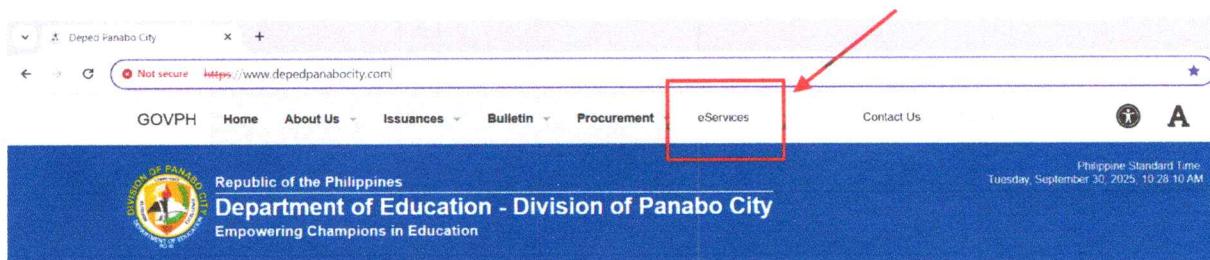
3. Click **ACCOUNTING Request for Certification**

4. Click **Start Now**

Address: City Hall Compound, Km 31, JP Laurel,
Panabo City, Davao del Norte
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Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com