



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City



DIVISION MEMORANDUM
No. 292, s. 2016

To: All Division Personnel
Public Schools District Supervisors
Elementary and Secondary Public School Administrators (Non-Implementing Units)
This Division

SUBJECT: REVISED DISBURSEMENT REPORTS

2016-06-110 May 31, 2016
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: JUN 10 2016 Time: 8:40
By: Crainby

Please be advised that the Disbursement Reports were revised as prescribed by COA Circular 2015-007 dated October 22, 2015, Government Accounting Manual for Use of All National Government Agencies.

The following are the revised reports and may be downloaded from our Division website under the file name **Disbursement Reports – Non IUs**:

1. Checks and Advices To Debit Account Disbursements Record
(formerly *Check Disbursement Record*)
2. Cash in Bank Register
(formerly *Check Disbursement Register*)
3. Report of Checks Issued
4. Report of Accountability for Accountable Forms

As one of the initiatives under the “Pera ng Bayan, Bantayan” Program, the **Disbursement Reports – Non IUs** is designed by this Division to aid in the preparation of the above-mentioned monthly reports wherein data input is only made once and reports can be generated automatically. It aims to hasten the liquidation of School MOOE and improve financial recording and reporting in the school.

For your information and guidance.


EDILBERTO L. OPLENARIA, CESO VI
NOIC- Schools Division Superintendent