

No.184, s. 2017

# DEPARTMENT OF EDUCATION Region X – Northern Mindanao DIVISION OF MALAYBALAY CITY



March 31, 2017

Sayre Highway, Casisang, City of Malaybalay

QOIT -03-7449
Deped-MALAYBALAY CITY DIVISION
RELEASED

HELEASED 4:00

To:

Public Schools District Supervisors

Secondary School Administrators (Non-Implementing Units)

**Elementary School Administrators** 

All concerned

DIVISION MEMORANDUM

SUBJECT:

SCHEDULE FOR AUDIT OF 1ST QUARTER SCHOOL MOOE

LIQUIDATION

Due to the limited workforce in the Accounting Unit, the audit of liquidation for the 1<sup>st</sup> Quarter MOOE shall be conducted during the scheduled time and date on April 4-5, 2017 at the Multi-purpose Hall. Furthermore, please be guided on the following:

- 1. The applicable checklist must be attached and placed before every Disbursement Voucher.
- 2. The Accountable Officer must be present during the audit.
- 3. Upon receipt of the liquidation, the Bookkeeper shall then check the liquidation immediately.
- 4. Once the liquidation is deemed in order, it shall be stamped received by the Receiving Section.
- 5. In case there are any discrepancies, the liquidation shall be returned immediately for compliance.

Attached is the schedule for audit and checklist. Accountable Officers who were not able to submit during the scheduled time and date is deemed 'late' and shall follow the normal course of audit. Schools with financial staff, schools which have already liquidated and schools which were not able to receive their MOOE are not included in the schedule.

Compliance is hereby enjoined.

EDILBERTO L. OPLENARIA, CESO VI

Schools Division Superintendent

Enc: Schedule for Audit Checklist

#### **SCHEDULE FOR AUDIT**

1st Quarter School MOOE Liquidation

#### Tuesday, April 04, 2017

Time	School	Bookkeeper
8:00 AM	Bendolan Elementary School	A. Palutao
	Can-ayan Integrated School	N. Salga
	Malapgap Elementary School	J. Romanillos
9:00 AM	Mapayag Elementary School	A. Palutao
	New Ilocos Elementary School	N. Salga
	San Roque Elementary School	J. Romanillos
	Malaybalay City National High School	J. Garcia
	Apo Macote National High School	J. Tubeo
	Miglamin Elementary School	C. Madronero
10:00 AM	Kibalabag Elementary School - Far East	A. Palutao
	Kapitan Angel Elementary School	N. Salga
	San Martin Elementary School	J. Romanillos
	Mabuhay Elementary School	J. Garcia
	San Martin National High School	J. Tubeo
11:00 AM	Silae Elementary School	A. Palutao
	Dalwangan Elementary School	N. Salga
	Malaybalay City Central School	J. Bautista
	Managok Central School	J. Romanillos
	Panamucan Elementary School	J. Garcia
	Barangay 9 Elementary School	J. Tubeo

#### Wednesday, April 05, 2017

Time	School	Bookkeeper
8:00 AM	Manalog Elementary School	A. Palutao
	Patpat Elementary School	N. Salga
	Padernal Elementary School	J. Romanillos
	Airport Village Elementary School	J. Tubeo
	Bangcud Central School	C. Madronero
8:30 AM	Kibalabag Elementary School - North	A. Palutao
9:00 AM	Baganao Elementary School	A. Palutao
	Zamboanguita Central School	N. Salga
	Malaybalay City National Science High School	J. Bautista
	Linabo Central School	J. Romanillos
	Casisang Central School	J. Garcia
	Natid-asan Elementary School	J. Tubeo
	Dapulan Elementary School	C. Madronero
10:00 AM	Simaya Elementary School	A. Palutao
	Mapulo Elementary School	N. Salga
	Paiwaig Elementary School	J. Romanillos
	Cabangahan Elementary School	J. Tubeo
	Calawag Elementary School	C. Madronero
11:00 AM	Lalawan Elementary School	A. Palutao
	Tuburan Elementary School	N. Salga
	Sawaga Elementary School	J. Romanillos
	Magsaysay Elementary School	J. Tubeo

	LIQUIDATION REPORT
	ADA No
	Date
	Amount
	Cash in Bank Register (CIBReg) - January, 2017
	Cash in Bank Register (CIBReg) - February, 2017
	Cash in Bank Register (CIBReg) - March, 2017
	Checks and ADA Disbursement Record (CkADADR) - January, 2017
	Checks and ADA Disbursement Record (CkADADR) - February, 2017
	Checks and ADA Disbursement Record (CkADADR) - March, 2017
	Report of Checks Issued (RCI) - January, 2017
	Report of Checks Issued (RCI) - February, 2017
	Report of Checks Issued (RCI) - March, 2017
	Report of Accountability for Accountable Forms (RAAF) - January, 2017
	Report of Accountability for Accountable Forms (RAAF) - February, 2017
	Report of Accountability for Accountable Forms (RAAF) - March, 2017
	Summary of Cancelled Checks - January, 2017
[	Cancelled Checks
	Summary of Cancelled Checks - February, 2017
[	Cancelled Checks
	Summary of Cancelled Checks - March, 2017
[	Cancelled Checks
	BAC CERTIFICATION ON PROCURED GOODS & SERVICES

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	2 Disbursement Voucher	· · · · · · · · · · · · · · · · · · ·
	3 Bill/Statement of Account	<u> </u>
	4 Official Receipt	·
	5 WHT Certificate	
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### SUPPLIES (PS-DBM)

1 Photocopy of <i>Actual</i> Check Issued 2 Disbursement Voucher 3 Agency Procurement Request 4 Price Quotation & Stock Availability 5 Delivery Receipt 6 Official Receipt	
7 Inspection and Acceptance Report	
8 Inventory Custodian Slip Remarks:	
SUPPLIES (PS-D	 BM)
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2 Disbursement Voucher	
3 Agency Procurement Request	<del> </del>
4 Price Quotation & Stock Availability	<del></del>
5 Delivery Receipt	
6 Official Receipt	
7 Inspection and Acceptance Report	•
8 Inventory Custodian Slip	
Remarks:	
SUPPLIES (PS-D	BM)
1 Photocopy of Actual Check Issued	,
2 Disbursement Voucher	
3 Agency Procurement Request	
4 Price Quotation & Stock Availability	
5 Delivery Receipt	
6 Official Receipt	
7 Inspection and Acceptance Report	
8 Inventory Custodian Slip	

#### **SUPPLIES (OTHER SUPPLIERS)**

1 Photocopy of Actual Check Issued	
2 Disbursement Voucher	<del></del>
3 Official Receipt/Sales Invoice	<u> </u>
4 WHT Certificate	<del></del>
5 BAC Resolution	
6 Purchase Request	
7 Request for Quotation (1)	
8 Request for Quotation (2)	<del></del>
9 Request for Quotation (3)	<del> </del>
10 Abstract of Canyass	<del></del>
11 Purchase Order	
12 Charge Invoice	
13 Inspection and Acceptance Report	
14 Inventory Custodian Slip, if applicable	
15 PhilGeps Certificate/Deposit Slip	
16 Philgeps Posting, if above 50,000	
Remarks:	
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## SUPPLIES (EXCLUSIVE DISTRIBUTOR)

HONOKARIA (WATCHMAN	•
1 Photocopy of <i>Actual</i> Check Issued	
2 Disbursement Voucher	<u></u>
3 WHT Certificate	
4 Payroll	
5 Notarized Contract	
6 Daily Time Record	
7 Log Book	
8 Accomplishment Report	
Remarks:	
HONORARIA (WATCHMAN	WUTILITY MAN)
1 Photocopy of <i>Actual</i> Check Issued	
2 Disbursement Voucher	
3 WHT Certificate	•
4 Payroll	
5 Notarized Contract	
6 Daily Time Record	
7 Log Book	
8 Accomplishment Report	
Remarks:	
HONORARIA (WATCHMAN	N/UTILITY MAN)
1 Photocopy of <i>Actual</i> Check Issued	
2 Disbursement Voucher	
3 WHT Certificate	
4 "	
4 Payroll	
5 Notarized Contract	
5 Notarized Contract 6 Daily Time Record	
5 Notarized Contract	
5 Notarized Contract 6 Daily Time Record	

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#### TRAVEL

	1 Photocopy of Actual Check Issued 2 Disbursement Voucher 3 Approved Itinerary of Travel 4 Certificate of Travel Completed 5 MEMO: Regional/Division 6 Travel Order 7 Certificate of Appearance 8 Official Receipt (if any) 9 Bus Tickets (if any) 10 Reimbursement Expense Receipt (if any) 11 Plane Ticket/Boarding Pass/Terminal Fee (if any)
<b></b>	Remarks:
	TRAVEL
	1 Photocopy of <i>Actual</i> Check Issued
	2 Disbursement Voucher
	3 Approved (finerary of Travel
<u>                                     </u>	4 Certificate of Travel Completed
	5 MEMO: Regional/Division
<del></del>	6 Travel Order
<del></del>	7 Certificate of Appearance
<u> </u>	8 Official Receipt (if any)
	9 Bus Tickets (if any)  10 Reimbursement Expense Receipt (if any)
	11 Plane Ticket/Boarding Pass/Terminal Fee (if any)
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	TRAVEL
	1 Photocopy of Actual Check Issued
	2 Disbursement Voucher
	3 Approved Itinerary of Travel
	4 Certificate of Travel Completed
	5 MEMO: Regional/Division
<u></u>	6 Travel Order
	7 Certificate of Appearance
<u> </u>	8 Official Receipt (if any)
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	11 Plane Ticket/Boarding Pass/Terminal Fee (if any)
	Remarks:

#### **MEALS AND SNACKS**

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3	Official Receipt/	Sales Invoice	) -		<u> </u>	
	WHT Certificate		_			
5	<b>BAC Resolution</b>		_			
] 6	Approved Traini	ng Design	_			
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9	Abstract of Can	, ,	_			
13	Purchase Order		_			
14	Charge Invoice				· · · · · · · · · · · · · · · · · · ·	
	Inspection and	Acceptance R	leport -			_
	Attendance She	•	•			
17	PhilGeps Certifi	cate/Deposit	Slip			
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		MEALS AN	D SNACK			
	Photocopy of A	MEALS AN	D SNACK			
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2 3	Photocopy of <b>A</b> o Disbursement V Official Receipt/	MEALS AN ctual Check I oucher Sales Invoice	D SNACKS			
2 3 4	Photocopy of <b>A</b> e Disbursement V Official Receipt/ WHT Certificate	MEALS AN ctual Check I oucher Sales Invoice	D SNACKS			
2 3 4 5	Photocopy of <b>A</b> o Disbursement V Official Receipt/ WHT Certificate BAC Resolution	MEALS AN ctual Check I oucher Sales Invoice	D SNACKS			
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#### SUPPLIES (FOR REPAIR)

 1 Photocopy of <b>Actual</b> Check Issued	d
 2 Disbursement Voucher	
 3 Official Receipt/Sales Invoice	
 4 WHT Certificate	
 5 Approved Program of Works	
 6 Certificate of Project Completed	·
 7 Certificate of Acceptance	
 8 Report of Inspection by District Insp	pect <u>or</u>
 9 Pictures - BEFORE	
 10 Pictures - AFTER	
 11 BAC Resolution	
12 Purchase Request	
13 Request for Quotation (1)	
 14 Request for Quotation (2)	
 15 Request for Quotation (3)	
16 Abstract of Canvass	
17 Purchase Order	
18 Charge Invoice	
 19 Inspection and Acceptance Report	
 20 PhilGeps Certificate/Deposit Slip	
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Photocopy of <i>Actual</i> Check Issued     Disbursement Voucher     Official Receipt/Sales Invoice	•
Photocopy of <i>Actual</i> Check Issued     Disbursement Voucher     Official Receipt/Sales Invoice     WHT Certificate	•
Photocopy of <i>Actual</i> Check Issued     Disbursement Voucher     Official Receipt/Sales Invoice     WHT Certificate     Approved Program of Works	•
Photocopy of <i>Actual</i> Check Issued     Disbursement Voucher     Official Receipt/Sales Invoice     WHT Certificate     Approved Program of Works     Certificate of Project Completed	d
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# LABOR (FOR REPAIR) f Actual Check Issued

1 Photocopy of <i>Actual</i> Check Issued	
2 Disbursement Voucher	
3 Payroll	
_ 4 Job Order _	
Remarks:	
LABOR (FOR REPAIR	 } )
1 Photocopy of <i>Actual</i> Check Issued	
2 Disbursement Voucher	<del></del>
3 Payroll	
4 Job Order	
Remarks:	<del></del>
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LABOR (FOR REPAIR	
1 Photocopy of <i>Actual</i> Check Issued	
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COMMUNICATION (Existing	Line)
1 Photocopy of <i>Actual</i> Check Issued 2 Disbursement Voucher 3 Bill/Statement of Account 4 Official Receipt	
Remarks:	
COMMUNICATION (Existing  1 Photocopy of Actual Check Issued 2 Disbursement Voucher 3 Bill/Statement of Account 4 Official Receipt  Remarks:	Line)
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