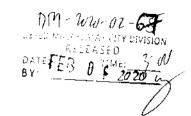


Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO
Division of Malaybalay City



February 6, 2020

DIVISION	MEMORA	NDHM
DIAISION	TATE AND INC.	NINDOM

64 .s. 2020

To:

Chief Education Supervisors

Public Elementary and Secondary School Heads

Section Heads

All Others Concerned

This Division

FROM:

ATHE SCHOOLS DIVISION SUPERINTENDENT

SUNNY RAY F. AMITA

Assistant Schools Division Superintendent

SUBJEĆT:

SUBMISSION OF LIQUIDATION REPORTS AND DISBURSEMENT VOUCHERS

- 1. To ensure compliance to Section 7.2.1.a of the Rules and Regulation on the Settlement of Accounts (RRSA) of COA Circular No. 2009-006 dated September 15, 2019, measures shall be implemented in the Division Office.
- Checking of the Liquidation Reports for School MOOE must be done every 5th day of the following month.
 - a. Liquidation Reports and other supporting documents must be submitted in one (1) copy only.
 - b. Liquidation Reports accepted shall be re-evaluated as to the propriety and completeness by another assigned School Bookkeeper.
 - c. In case of deficiency in the submitted liquidation, the Liquidation Reports shall be returned or a disallowance shall be made, whichever is applicable.
 - d. Schools who fail to submit or comply during the deadline shall only be accepted on the 20th day.
 - e. Once the Liquidation Report is certified as complete and proper, Liquidation Reports and other Supporting Documents are scanned which will serve as a Division Office file.
 - f. Signed original copies of Liquidation Reports shall then be posted in the eFRS and shall immediately be forwarded to COA.



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094 Email: malaybalay.city@deped.gov.ph



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- 3. A monthly cut-off for disbursements shall be imposed every 25th day of the month except when it falls on a holiday or weekdays, then the cut off shall be on the next working day. Any unpaid disbursements shall be processed on the following month.
- 4. Disbursement Vouchers and its supporting documents shall be submitted in one (1) copy only except for the Obligation Request and Status which is to be submitted in two (2) copies.
- 5. Approved Disbursement Vouchers shall be scanned by the Accounting Section before it is to be forwarded to the Cashiering Section for payment. After which, the Cashiering Section shall forward paid Disbursement Vouchers and its supporting documents together with the required Monthly Reports on or before the 10th day of the following month to COA.
- 6. For information, guidance and compliance.

Copy furnished:

Records Section
Accounting Section

TO BE POSTED IN THE WEBSITE



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