



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2021-11-638
DEPED MALAYBALAY CITY DIVISION
RELEASED
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DIVISION MEMORANDUM
NO. 638, s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: November 15, 2021

SUBJECT: **DEADLINE FOR LIQUIDATION OF OTHER DOWNLOADED FUNDS CY 2021**

1. To ensure that all cash advance are liquidated at the end of the year pursuant to COA Circular 97-002 dated February 10, 1997, deadlines for submission of Liquidation Reports and other required supporting documents of downloaded funds other than regular School MOOE are set as follows:

Reference	Particulars	Due Date
LAA 10-21-223	Provision of Learning Resources for Q1 and Q2 SY 2021-2022	November 19, 2021, Friday
OSEC 10-21-3926, OSEC 10-21-4123 & OSEC 10-21-4337	Provision of additional Maintenance and other Operating Expenses	<i>To be liquidated together with regular School MOOE (refer to DM No. 81, s. 2021)</i>
LAA 10-21-279	Provision of Program Support Funds under Special Education (SPED)	November 29, 2021, Monday
LAA-10-20-462	Program Support Fund for the Pilot Implementation of Inclusion of Alternative Learning System (ALS) in School-Based Management (SBM) for SY 2020-2021	November 29, 2021, Monday
OSEC 10-21-4706	Program Support Fund for the Sports Skills Demonstration	November 29, 2021, Monday



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Reference	Particulars	Due Date
OSEC 10-21-0810	Implementation of the School Based Feeding Program FY 2021	November 22, 2021 (Partial); December 6, 2021 (Full)

2. Request for verification must also be submitted on the due dates set above with the following attachments:

- Disbursement Voucher
- Computation
- Subsidiary Ledger maintained by Senior Bookkeeper

3. In addition, please be reminded that the Subsidiary Ledgers must be maintained per Accountable Officer, per School, per level (elementary, junior high school and senior high school) and per type of cash advance (advances for operating expense and advances to special disbursing officers).

4. Downloaded funds are classified and recorded as follows:

Reference	Fund	Advances for Operating Expense (1990101000)	Advances to Special Disbursing Officers (1990103000)
GAA 2021	Regular School MOOE CY 2021	✓	
LAA 10-21-073	Provision of Learning Resources for Q3 SY 2020-2021	✓	
LAA 10-21-087	Provision of Learning Resources for Q3 SY 2020-2021	✓	
LAA 10-21-031	Provision of Learning Resources for Q3 & Q4 SY 2020-2021	✓	
LAA 10-21-223	Provision of Learning Resources for Q1 and Q2 SY 2021-2022	✓	
OSEC 10-21-1866	Provision of New Normal Set-Up for Minimum Health Standards for COVID-19 Related Expenses	✓	
OSEC 10-21-3926, OSEC 10-21-4123 & OSEC 10-21-4337	Provision of additional Maintenance and other Operating Expenses	✓	
LAA 10-21-279	Provision of Program Support Funds under Special Education (SPED)		✓



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Reference	Fund	Advances for Operating Expense (1990101000)	Advances to Special Disbursing Officers (1990103000)
LAA-10-20-462	Program Support Fund for the Pilot Implementation of Inclusion of Alternative Learning System (ALS) in School-Based Management (SBM) for SY 2020-2021		✓
OSEC 10-21-4706	Program Support Fund for the Sports Skills Demonstration		✓
OSEC 10-21-0810	Implementation of the School Based Feeding Program FY 2021		✓

5. For compliance.

TO BE POSTED IN THE WEBSITE
Copy furnished: Records Section
Accounting Unit



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