



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

Attachment to Division Memorandum No. ____ s. 2023

Expected Output

Liquidation of School MOOE
May 1-31, 2023

1. Liquidation Reports
2. Monthly Reconciliation Statements
3. Subsidiary Ledger as of May 31, 2023

Verification of Procured Inventories
January 1-May 31, 2023

1. Requisition and Issue Slip
2. Report of Supplies and Materials Issued
3. Semi-Expendable Property Ledger Card
4. Semi-Expendable Property Card
5. Report of Semi-Expendable Property Issued
6. Copies of Purchase Order, Inspection and Acceptance Report and Inventory Custodian Slip

Others

1. Request for Bank Adjustment
2. Registry of Allotments, Obligations and Disbursement
3. Project Procurement Management Plan – Consolidated

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



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