



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 7, 2021

DIVISION MEMORANDUM

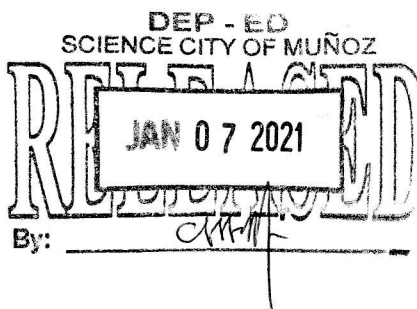
No. 12 s. 2021


To: All Non-Fiscally Autonomous School Heads

ADDITIONAL REQUIREMENTS AND REMINDERS FOR SUBMISSION OF LIQUIDATION REPORTS FOR CY 2021

1. As part of the internal audit conducted by the Accounting Unit on checking of liquidation reports and to properly monitor monthly ending balances of school's maintenance and other operating expenses (MOOE) against bank records, *bank statement or snapshots of bank transactions* must be submitted in addition to the usual reports and documents **on or before 25th** of the month.
2. Payee on issued checks must be named to the *supplier's business name* not on the proprietor's name.
3. Strict compliance of *Division Memorandum No. 232 s. 20* regarding payment/reimbursement of travelling expenses must be observed.
4. All monthly downloaded funds must be **one hundred percent (100%)** liquidated.
5. For information and compliance.


DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent



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DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15