



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region X
DIVISION OF MISAMIS ORIENTAL
 A.Velez St, Cagayan de Oro City



DIVISION MEMORANDUM

No. 327, s. 2016

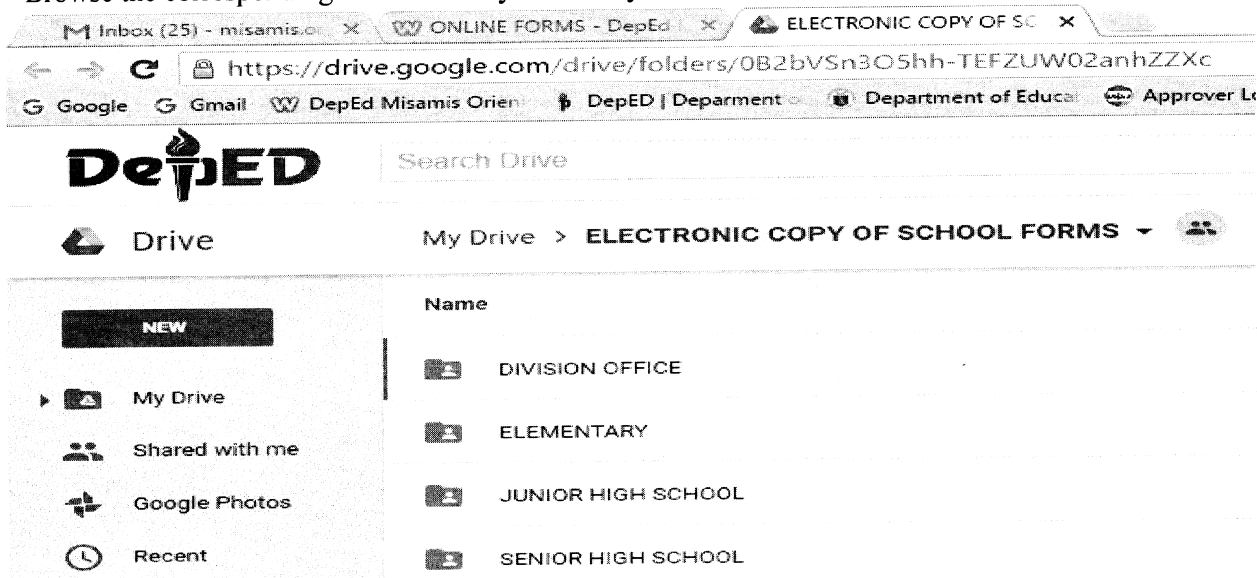
TO : Education Program Supervisors
 Public Schools District Supervisors
Elementary, Secondary and Senior High School Heads
 Senior Program Specialists
 Education Program Specialists II
 This Division

From : CHERRY MAE L.LIMBACO, Ph. D, CESO V
 Schools Division Superintendent

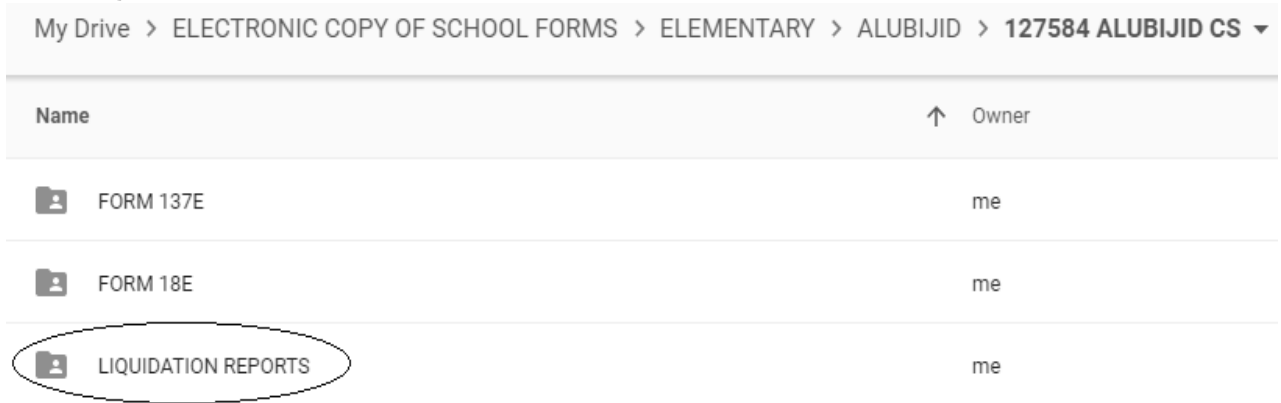
Date : August 4, 2016

Re REPORTING AND UPLOADING OF LIQUIDATION REPORTS

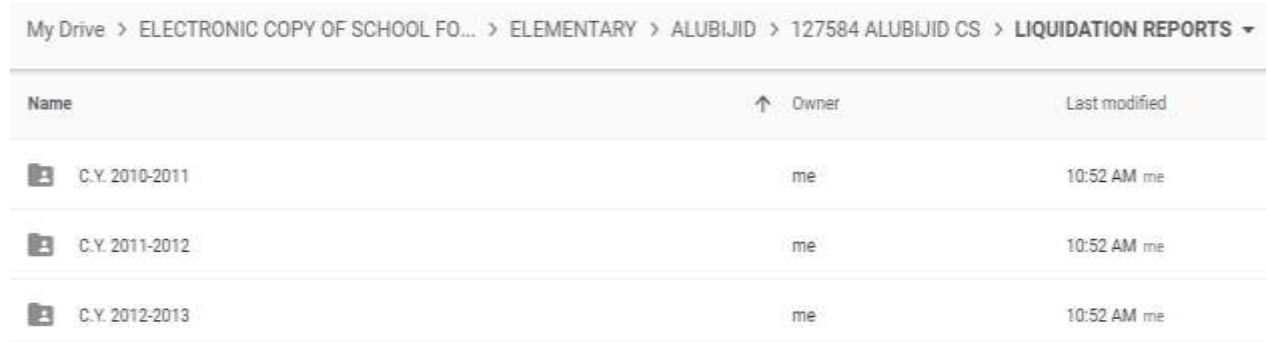
1. Per DepEd Order No. 56, s.2016 re: Guidelines for the Grant of Performance Based Bonus for Deped employees and Officials for FY 2015, Sec. 8 (c)(i) Maintain/Update the Agency Transparency Seal as mandate in Sec.98 of the FY 2015 GAA (RA 10651), all School Heads in the Elementary, Secondary and Senior High School *shall render report* of the monthly liquidation of the MOOE,SBM, BuB and other funds/special grants *to the teachers* and upload such report to your respective school cloud storage folder.
2. Please follow the following procedures in uploading the scanned copy (in .pdf file format) of liquidation reports:
 - a. Open a web browser, preferably google chrome.
 - b. Login to the DepEd Email or Gmail account registered to your school cloud storage folder. By default the email address registered is the school ICT coordinator.
 - c. After successful login, open new tab and access <http://www.depedmisor.net/online-forms.html>.
 - d. Click on ELECTRONIC COPY OF SCHOOL FORMS, new tab will open.
 - e. Browse the corresponding folder/s until you locate your school folder.



- f. After opening your school folder right-click and select “New folder...”, then name the folder as LIQUIDATION REPORTS.



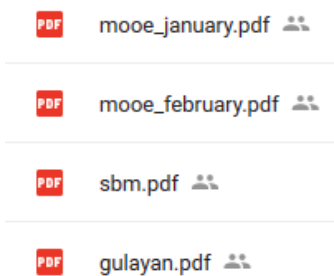
- g. Under the newly created folder create a subfolder corresponding the calendar year. Create all the applicable calendar year folder/s.



- h. To upload the scanned liquidation reports in the corresponding calendar year folder, right-click and select “Upload files...”.



- i. Please observe prescribed filename format, sample as follows:



3. For your information and strict compliance.