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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
A Vala- St. Coccurren de One City



A.Velez St, Cagayan de Oro City

то	:	Education Program Supervisors Public Schools District Supervisors <i>Elementary, Secondary and Senior High School Heads</i> 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 <u>http://www.depedmisor.net/online-forms.html</u>.
 - d. Click on ELECTRONIC COPY OF SCHOOL FORMS, new tab will open.
 - e. Browse the corresponding folder/s until you locate your school folder.

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

My Drive > ELECTRONIC COPY OF SCHOOL FORMS > ELEMENTARY > ALUBIJID > 127584 ALUBIJID CS -

Name			Owner
1	FORM 137E		me
1	FORM 18E		me
	LIQUIDATION REPORTS		me

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

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C.Y. 2011-2012		me	10:52 AM me
C.Y. 2012-2013		me	10:52 AM me

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

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



3. For your information and strict compliance.