



**DIVISION MEMORANDUM**

**September 2, 2013**

No. 101 s. 2013

**SUBMISSION OF LIQUIDATION REPORTS AND REQUESTS FOR CASH ADVANCE FOR  
SEPTEMBER 2013**

To: **PS District Supervisors  
Elementary School/Cluster Heads  
Secondary School Heads  
EPS/District Advisers  
Accounting Personnel**

For the timely & orderly implementation of MOOE Downloading in this division, the process for the Preparation and Submission of Requests for Cash Advances and Liquidation Reports is hereby crafted for compliance effective immediately.

1. School/Cluster Heads shall prepare Request for Cash Advances for the month of **September 2013**.
2. Authority to travel is hereby granted for the Accounting Personnel to check and collect reports and requests at their assigned venues following the schedule of submission below:

**Date/Deadline : September 3, 2013, Tuesday**

<b><u>Venue:</u></b>	<b><u>Elementary/Secondary Schools within the District</u></b>	<b><u>Accounting Personnel</u></b>
Kandiis ES	Magsaysay I & II	Mark
Tup-on ES	Medina Talisayan	Elel
Sugbuncogon CS	Kinoguitan/Balingoan Sugbuncogon Binuangan	JK
Lagonglong CS	Salay Lagonglong	Melanie
Luz Banzon ES	Balingasag North & South Jasaan	Detdet
Villanueva CS	Claveria I & II Villanueva	Joy
Division Office	Tagoloan Opol/Alubijid	Cecile
Sinai ES	Laguindingan Libertad/Gitagum	Arlene
Initao CS	Initao Naawan	Marris
Punta Silum ES	Manticao Lugait	Grace

3. It is understood that the accounting personnel shall receive 3 sets of Requests for Cash Advance already with formal attachments filed in a folder in the same order as follows:

- i. Obligation Requests for Cash Advance (Requested by: Principal Approved by: Budget Officer)
  - ii. Request for Cash Advance
  - iii. Disbursement Voucher, School Based for Liquidation (Box A: Treasurer Box B: Principal)
  - iv. Obligation Requests, School Based for Liquidation (for every transaction; Requested by: Principal Approved by: Treasurer)
  - v. Purchase Orders (for every supplier/store)
  - vi. Billing Statements
  - vii. Abstract of Bids
  - viii. Duly accomplished Canvass Forms/RFQs with name, original signatures and contact numbers.
  - ix. BAC Resolution on the Mode of Procurement
  - x. Purchase Request (Requested by: End-user Approved by: Principal Noted: ES Incharge or District Adviser)
  - xi. Approved APP
4. Public School District Supervisors shall monitor, check and sign Box B of the Liquidation Reports of both Elementary and Secondary Schools.
  5. Liquidation Reports shall also be collected on the scheduled date/deadline and venue. Incomplete reports/attachments shall not be received.
  6. School Heads are discouraged to submit Requests for Cash Advance & Liquidation Reports on any other dates not specified in this memorandum to cut travel expenses by frequently coming to the Division Office.
  7. Wide and immediate dissemination with this Memorandum is directed.

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

