



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**DIVISION MEMORANDUM**  
NO. 123 S. 2017  
**TO:**

HEADS OF PUBLIC ELEMENTARY SCHOOLS  
HEAD OF ROSARIO QUESADA MNHS  
HEAD OF WEST PALALE NHS  
ADMINISTRATIVE AND FINANCE SERVICES PERSONNEL  
ALL OTHERS CONCERNED

**FROM:**

  
**CATHERINE P. TALAVERA, Ph.D.**  
OIC-Schools Division Superintendent

**SUBJECT:**

**SUBMISSION OF LIQUIDATION REPORT**

**DATE:**

May 23, 2017

In connection with the liquidation of cash advances of School MOOE for the month of May 2017, kindly submit liquidation report on or before May 29, 2017. Corresponding penalty for tax remittances shall be borne by the concerned personnel in case of late submission liquidation report.

Attached is the checklist of documentary requirements for your perusal.

Immediate dissemination and strict compliance of this memorandum are desired.

## **SUPPORTING DOCUMENTS**

### ***Traveling Expenses***

Approved Travel Order  
DepEd Memo  
Bus Tickets, Boarding Pass  
Official Receipts of Registration Fee  
RER for fare exceeding P100 or other  
fare exceeding regular rate  
Certificate of Appearance  
Approved Itinerary of Travel  
Certificate of Travel Completed  
Payroll (if applicable)  
Accomplishment Report  
Photocopy of the above documents

### ***Office Supplies/Other Supplies Expenses***

#### ***Project Brief***

Purchase Request  
Canvass(at least 3 suppliers)  
Abstract of Canvass  
Purchase Order  
Official Receipt  
Inspection and Acceptance Report  
Pictures(Supplies/Materials)

Inventory Custodian Slip(tangible assets less than P15,000)

Distribution List

BIR Form No. 2306 & 2307

Photocopy of the above documents

### ***GAD/Training Expenses***

Approved GAD Plan/Activity Design  
Programme  
School Memo  
Purchase Request  
Canvass(at least 3 suppliers)  
Abstract of Canvass  
Purchase Order  
Delivery Receipt  
Official Receipt  
Purchase Order  
Inspection and Acceptance Report  
BIR Form No. 2306 & 2307  
Meal Attendance  
Accomplishment Report  
Photocopy of the above documents

### ***Repairs and Maintenance***

Duly Received Request Letter(POW)  
Project Brief  
Program of Works  
Purchase Request  
Canvass(at least 3 suppliers)  
Abstract of Canvass  
Purchase Order  
Delivery Receipt  
Official Receipt  
Purchase Order  
Inspection and Acceptance Report  
Waste Materials Report  
Pictures(Materials,Before,During & After)  
BIR Form No. 2306 & 2307  
Appointment of Laborer  
Daily Wage Payroll  
Photocopy of the above documents

**OTHERS:ADDITIONAL REQ.  
LIQUIDATION REPORT  
CASH DISBURSEMENT REGISTER  
RECEIPT OF WITHDRAWAL**