



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



DIVISION MEMORANDUM
No. 316, s. 2018

TO: HEADS OF PUBLIC ELEMENTARY SCHOOLS, SECONDARY
SCHOOLS AND SENIOR HIGH SCHOOLS
ALL OTHERS CONCERNED

FROM: 
CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: SUBMISSION OF LIQUIDATION REPORT

DATE: September 21, 2018

Please be reminded of the following deadlines for the submission of Liquidation Reports for CY 2018:

P/A/P	APPLICABLE MONTH	DUE DATE/s	CUT-OFF TIME
GULAYAN SA PAARALAN	SEPTEMBER	October 3, 2018	4:00 P.M.
SBFP	SEPTEMBER	October 3, 2018	4:00 P.M.
	OCTOBER	November 5, 2018	4:00 P.M.
	NOVEMBER	December 5, 2018	4:00 P.M.
	DECEMBER	December 19, 2018	4:00 P.M.
SCHOOL MOOE	SEPTEMBER	October 3, 2018	4:00 P.M.
	OCTOBER	October 25, 2018	4:00 P.M.
	NOVEMBER	November 26, 2018	4:00 P.M.
	DECEMBER	December 19, 2018	4:00 P.M.

Immediate dissemination and strict compliance of this memorandum are desired.

FS-ACCTG/SUBMISSION OF LIQUIDATION REPORT CY 2018
DM-316/09-21-2018

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.
Email us at: tayabas.city@deped.gov.ph tel. no. : (042) 797-0591
Website: www.depedtayabascity.ph telefax no. : (042) 797- 0054), (042) 797-0773



SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)

I. REQUEST FOR CASH ADVANCE

Documentary Requirements :

1. CASH ADVANCE DISBURSEMENT VOUCHER (3 COPIES)
2. LIQUIDATION REPORT

II. UTILIZATION

DepEd Order No. 13 s. 2016 - Implementing Guidelines on the Direct Release of MOOE Allocations of Schools to the Respective Implementing Units

DepED Order No.63,s. 2013 -Guidelines on the Preparation of GAD Plans,Utilization of GAD Budgets and Submission of Accomplishment Reports

Allowable Travel Expenses: COA Circular No. 96-004,EO 298

COA Circular No. 2012-001 June 14,2012- Revised Guidelines and Documentary Requirements for Common Government Transactions

Revenue Memorandum Order No. 23-2014 issued on June 20,2014

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 (BAC Abstract & Endorsen
Purchase Order
Official Receipt
Inspection and Acceptance Report
Inventory Custodian Slip(tangible assets less than P15,000)
Summary of Recipient(For test papers and supplies)
BIR Form No. 2306 & 2307(2 copies)
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 of Materials
Pictures(Before,During & After)
BIR Form No. 2306 & 2307
Appointment of Laborer
Daily Wage Payroll
Photocopy of the above documents

III. LIQUIDATION

- 1.Liquidation Report Form
- 2.Cash Disbursement Register
3. Supporting Documents per Transaction

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

OTHERS:

LIQUIDATION REPORT (2 copies)
CASH DISBRUSEMENT REGISTER(2copies)
REPORT OF CASH DISBURSEMENT
RECEIPT OF WITHDRAWAL

SCHOOL BASED FEEDING PROGRAM

Purchase Request
Canvass(at least 3 suppliers)
Abstract of Canvass
Purchase Order
Official Receipt
Inspection and Acceptance Report
Cycle Menu
Individual Market Form
Picture (Daily)
Meal Attendance (Daily)
Summary of Ingredients
SBFP FORM 1
School Physical and Financial Report
Monthly Bank Statement

GULAYAN SA PAARALAN

Office Supplies/Other Supplies Expenses

Project Brief/Activity Design
Purchase Request
Canvass(at least 3 suppliers)
Abstract of Canvass
(BAC Abstract & Endorsement)
Purchase Order
Official Receipt
Inspection and Acceptance Report
Pictures of Supplies
Inventory Custodian Slip
(tangible assets less than P15,000)
Photocopy of the above documents

Repairs and Maintenance

Project Brief/Activity Design
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
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