



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

Office of the Schools Division
Superintendent

MEMORANDUM

No. 084 2020

TO : ALL PRINCIPALS & PROPERTY CUSTODIANS
All Concerned Officials

FROM : JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : FURNISH COPIES OF ALL ICS 2015-2017 MOOE

DATE : March 13, 2020

The is to remind the Property Custodian that we are now filing all ICS for semi-expendable purchased from School MOOE from 2015 to 2018 with specifications, which includes the supporting documents during the delivery of items.

This may seem like an extra burden but it is necessary in order that the information needed by the Commission on Audit (COA) may be updated. Please be sure to furnish a copy to the Supply Unit of this office. The COA findings/recommendation have made it clear that we need to update our records for alignment to the new prescribed forms. Failure to do so will result to a confusing and inaccurate records off the products delivered to our departments/divisions.

Thank you.



Cash & Supply Section

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