



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

OFFICE MEMORANDUM
No. 002 s. 2021

TO : **MICHELLE T. SAGARAL
JULIE ANN KRISTIE A. REDILLAS
AQUILINO T. MILAR JR.
MARIFE RALLOS
FELISA DELIGENCIA
ELLEN S. CESAR
RUBEN LOREJO
CHRISTIAN JOHN L. CAPON
ANANIAS J. SUMAYLO
MARGARITA L. TEJANO
JAPHET REVEREAL**

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

SUBJECT : **SUBMISSION OF DISBURSEMENT VOUCHERS AND INVENTORY
REPORTS**

DATE : January 29, 2021

1. Your attention is invited to Section 6.05 of COA Circular No. 95-006 dated May 18, 1995 which states that: "The officials involved in the daily recording of transactions in the books of accounts shall turn over receipts and the disbursement records with all paid vouchers and documents evidencing the transaction to the office of the Auditor within ten (10) days from the date of receipt of said documents.
2. In view of the recurring problem on delayed submission of disbursement vouchers and inventory reports to the Office of the Commission on Audit you are all directed to conduct a coordination meeting on February 4, 2021, 9AM to 5PM at the Shang Palace to come up with an effective system on the smooth flow of documents from accounting to cashiering/supply section and vice versa.
3. Participants must strictly adhere to the health standard protocols set by the Department of Health (DOH) and Inter-Agency Task Force (IATF) by observing social distancing and wearing safety face mask or face shield.
4. A transaction flowchart is an expected output of this coordination meeting. All expenses relative to the said Coordination Meeting shall be chargeable against Division MOOE
5. For strict compliance.

JIAL/BUDGET&FINANCE/MKP/mts



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