



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION of KABANKALAN CITY
Kabankalan City, Negros Occidental

Tel. No. (034) 471-2003
Fax No. (034) 471-2003
E-mail: kabankalan.city001@deped.gov.ph

March 2, 2020

DIVISION MEMORANDUM
No. 59, s. 2020

DIVISION COMPLIANCE TO D.O. 008 S, 2019, ON REVISED IMPLEMENTATION GUIDELINES ON THE DIRECT RELEASE, USE, MONITORING AND REPORTING OF MOOE ALLOCATION OF SCHOOLS, INCLUDING OTHER FUNDS MANAGED BY SCHOOLS

TO: Asst. Schools Division Superintendent
CID & SGOD Chiefs and Personnel
Administrative Officer V
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. In compliance to DepEd Order 008, s., 2019, the Schools Division Office of Kabankalan City hereby reiterates for compliance of the said DepEd Order available at www.deped.gov.ph.
2. Sec. VI . **REPORTING REQUIREMENTS**; mandates all Principals/School Heads/Teacher-in-Charge to;
 1. Declare all sources of funding of the school which include school MOOE allocation, private donations, grants from development partners, funding support from local government(i.e. SEF) and other funding support from SGC, PTA CSO, Alumni Assn. and revenues from school canteen operations and other income;
 2. Outline the utilization of the abovementioned funds, including timing of such utilization of funds or donations consistent with the School Improvement Plan;
 3. Ensure that all procurement using the school funds conform to the provisions of Republic Act. No. 9184.
 4. Post information on the sources, intended use and actual utilization of the school funds in the Transparency Board that must be publicly accessible and must be updated every three months,.....among others
3. In compliance to these provisions, the Schools Division Office hereby requires all Principals, School Heads, Teacher-in-Charge to submit a quarterly report of MOOE and Other School Funds Disbursement and Utilization using the Cash Disbursement Register of each particular fund; MOOE, Alumni, SEF, Canteen and other school funds as necessary. A picture of the posted Cash Disbursement Register(see attached Form) in the School Transparency Board duly noted by the PSDS shall also be submitted to the School M&E at the SGOD section of the division Office. PSDS will submit a consolidated Report of School Transparency Board and Fund Utilization in their district as part of their M&E functions.
4. For immediate dissemination and strict compliance.


PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent 

CASH DISBURSEMENTS REGISTER

Entity Name: _____
 Sub-Office/District/Division: _____
 Municipality/City/Province: _____
 Fund Cluster : _____

Name of Accountable Officer: _____
 Official Designation: _____
 Station: _____
 Register No.: _____
 Sheet No.: _____



Date	DV/ Payroll/ Check No.	Particulars	Advances for Operating Expenses (1990101000)																	
			Amount																	
			Cash Advance	Payments	Balance	Due to BIR	Traveling Expenses	Training Expenses	Office Supplies Expenses	Other Materials & Supplies Expense	Water Expense	Electricity Expenses	Telephone Expenses	Internet Subscription Expenses	Other General Services	Repairs & Maintenance - School Bldg	Repairs & Maintenance - ICT Equipment	Fidelity Bond Premiums	Other Maintenance and Operating Expenses	
						20201010	5020101000	5020201000	5020301000	5020399000	5020401000	5020402000	5020502000	5020503000	5021299000	5021304002	5021305003	5021502000	5029999000	
		Totals																		

BREAKDOWN OF PAYMENTS

Certified Correctness of the of the above data and supporting documents submitted:

Certified Supporting Documents Complete:

Noted by:

The total of the 'Advances for Operating Expenses - Payments' column must always be equal to the sum of the totals of the 'Breakdown of Payments' columns less 'Due to BIR' column.

 (Signature over Printed Name)
 Principal / Disbursing Officer

 (Signature over Printed Name)
 ADAS III

 CLARE JOY S. GARPA-DOÑESA, CPA
 Accountant III

 PORTIA M. MALLORCA, PHD., CESO V
 Schools Division Superintendent