



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 027, s. 2023

SEP 04 2023

SEGREGATION OF SUPPORTING DOCUMENTS ATTACHED TO CLAIMS

To: OIC-Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. In order to facilitate the expeditious processing of claims (PS, MOOE and CO) by the Budget and Accounting Unit, all supporting documents attached to such claims shall be submitted and segregated in Two Sets prior to the obligation and preparation of the disbursement voucher in compliance with COA Circular No. 2012-001 dated June 14, 2012 and COA Circular No. 2023-004 dated June 14, 2023:

- a. 1st Copy – Original documents to be submitted to COA; and
- b. 2nd Copy – Accounting's Copy for filing.

2. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent



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