



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. **0222** s. 2023

May 12, 2023

**REMINDER TO ALL CVIRAA TRAINING FUND RECIPIENTS OF THE FUND'S
LIQUIDATION REPORTS**

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
Concerned School Heads & Disbursing Officers
Administrative Officer II
Senior Bookkeepers
All Others Concerned

1. With reference to the Division Memorandum No. 0127, s. 2023, which mentioned the deadline for the submission of the liquidation reports of the CVIRAA Training Fund to be last April 21, 2023, but as of date only a few have complied with the deadline.
2. In connection to the above, this office reminds all the recipients who have not yet submitted to submit their liquidation reports, together with the complete supporting documents **on or before May 19, 2023**, to the **Internal Audit Section (c/o Liza Crescencio)** for checking and validation, then to the **Trust Fund In-Charge (Karl Joseph Saligumba)** for issuance of EFRS Journal Entry Voucher and to the **CD Coordinators (CD1-Karen Soliva, CD2-Ma. Fritzie Lungay, CD3-Jasmin Estose)** for monitoring purposes. Reports that are inaccurate and incomplete will be returned to the bookkeepers through the CD coordinators. The accountable officer is cleared of the CVIRAA training fund upon the release of the signed EFRS Journal Entry Voucher.
3. The Division Office will be responsible for transmitting on-time the liquidation report folders to Commission on Audit to be able to submit the complete Utilization Report as the requirement of the Province of Bohol for the release of the next SEF downloading.
4. Demand letters will be sent to recipient accountable officers who fail to comply with the new deadline set.
5. Immediate, wide dissemination, and strict compliance with this memorandum is hereby directed.

EVANGEL M. LUMINARIAS PhD CESO-V
Schools Division Superintendent

