



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

Office of the Schools Division  
Superintendent

May 16, 2023

INTER-OFFICE MEMORANDUM  
IM - 2023 - 011

REMINDER TO ALL SDO ACCOUNTABLE OFFICERS OF THE CVIRAA FUND  
LIQUIDATION

To: Concerned Accountable Officers  
All Others Concerned

1. The Division of Bohol was directed by the Province of Bohol to liquidate all Special Education Fund (SEF) previously downloaded. The Division Office is responsible for transmitting on-time the liquidation report to the Commission on Audit and submitting the complete Utilization Report as a requirement for the release of the next SEF budget.
2. In connection to the above, this office announces the deadline for submission of all complete liquidation reports of the Cash Advances for the Pre-CVIRAA Training, CVIRAA Pre-Implementation, and CVIRAA Proper **on or before May 31, 2023**, to the **Internal Audit Section (c/o Liza Crescencio)** for checking and validation. The accountable officer is cleared of the CVIRAA training fund upon the release of the signed EFRS Journal Entry Voucher from the **Trust Fund In-Charge (Karl Joseph Saligumba)**.
3. Billings of DO procurements must be processed **on or before May 26, 2023**.
4. Travel expense reimbursements must be submitted for processing **on or before May 26, 2023**. Other reimbursable expenses must have complete and proper documents and written approval from the SDS before being submitted to IAS.
5. Demand letters will be sent to recipient accountable officers who fail to comply with the given deadline.
6. Immediate, wide dissemination and strict compliance with this memorandum are hereby directed to all concerned.

**EVANGEL M. LUMINARIAS PhD CESO V**  
Schools Division Superintendent



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