



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

Office of the Schools Division
Superintendent

June 22, 2023

DIVISION MEMORANDUM
No. 0301 s. 2023

**REMINDER FOR THE SUBMISSION OF LIQUIDATION REPORTS FROM MARCH 2020
TO SEPTEMBER 2022**

To: Public Schools District Supervisors
School Heads
Administrative Officer II
District Bookkeepers
All Others Concerned

1. This is to remind all District Bookkeepers to submit Liquidation Reports from March 2020 to September 2022 to COA **on or before July 31, 2023**.
2. A COA signed/acknowledged/received Transmittal and Acknowledgement Receipt shall be forwarded to your respective CD coordinators and the Google sheet must be updated (*coordinate with your respective CD coordinators for the google sheet link*) for validation purposes.
3. Bookkeepers who have lost COA received transmittal/ acknowledgment receipts shall submit a duly notarized Certification enumerating the Liquidation reports that were submitted to COA (**Annex 1**).
4. Immediate and wide dissemination of this memorandum is hereby directed.

EVANGEL M. LUMINARIAS PhD CESO V
Schools Division Superintendent



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Behold...
BOHOL

Date: ___/___/___

TO: GABINA F. LADARAN, CPA
 DepEd – Bohol
 Accountant III

SUBJECT: Submission of Liquidation Reports to Commission on Audit

Respected Madam,

I, _____ (Name of bookkeeper)____, Administrative Assistant III - Senior Bookkeeper of _____ School/District_____, hereby certify that I have submitted the following Liquidation Reports to the Commission on Audit, to wit:

NAME OF SCHOOL	MONTH/YEAR DOWNLOADED	PURPOSE <i>*Regular MOOE – Month/year</i> or <i>*Purpose of Special Fund</i>	AMOUNT LIQUIDATED	JEV NUMBER
Sample:				
Sta. Cruz ES	May 2022	Regular MOOE – May 2022	19,000.00	01-2022-06-006875
Danao ES	May 2022	SBFP – Milk Component	600.00	

This certification is executed in lieu of the COA received Transmittal/Acknowledgment receipt.

Signature over printed name of bookkeeper
 Administrative III – Senior Bookkeeper

(NOTARY PUBLIC)