



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

**Office of the Schools Division
Superintendent**

September 25, 2023

DIVISION MEMORANDUM
No. **0435**s. 2023

**SUBMISSION OF HARD COPY AND E-COPY OF COA RECEIVED TRANSMITTAL
OF IUS REPORTS**

To: Assistant School Division Superintendents
Chief SGID and CID
Public Schools District Supervisors
Secondary School Principals - Implementing Units (IUs)
Senior Bookkeepers - (IUs)
SDO Accounting, IAS and Budget Unit
All Others Concerned

1. All IUS bookkeepers are hereby informed to submit this coming 3rd quarter closing on October 4-6, 2023 the compilation of all the COA received transmittals starting from the Bookkeeper's assumption to duty for DO file.
2. As directed by our COA Auditor, effective September 2023, ALL IUS BOOKKEEPERS are required to submit a scanned copy of the COA Transmittals and the corresponding Disbursement Vouchers through a Google Drive shared with coa.monena.acar@gmail.com and dianecicely.jeminez@deped.gov.ph. Please refer to the attached for the e-copies filing procedures.
3. This compilation of transmittals from the preceding quarter shall be submitted on every quarter meeting thereafter as one of the required reports to be submitted. Bookkeepers should make sure submitted copies are uploaded in the google drive.
4. Immediate dissemination of this memorandum is hereby directed.

EVANGEL M. LUMINARIAS PhD CESO V
Schools Division Superintendent

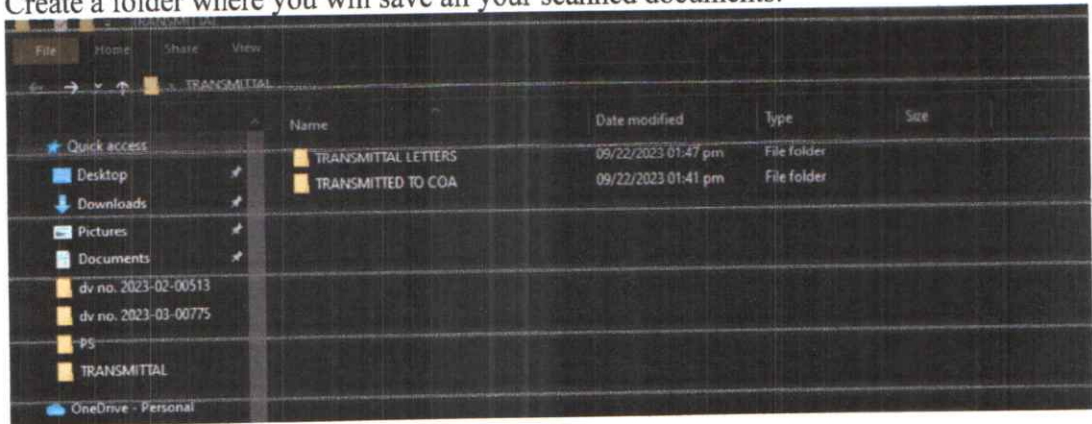


Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
412-4938; (038) 411-2544 (038) 501-7550
501-7550 email add: deped.bohol@deped.gov.ph

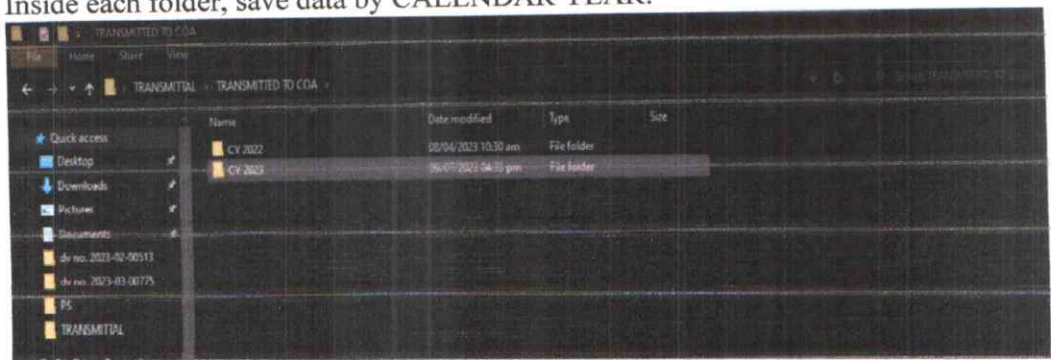


PROCESS FLOW IN FILING & SUBMITTING THE SCANNED COPY:

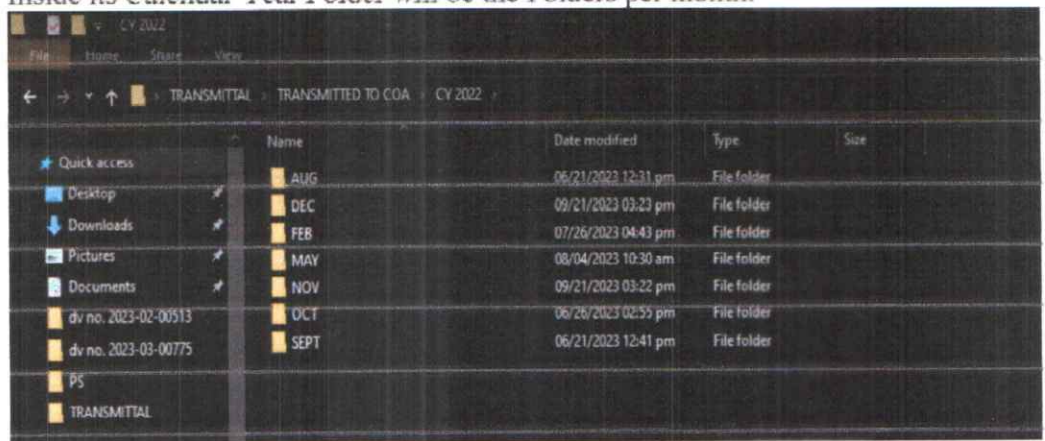
1. Create a folder where you will save all your scanned documents:



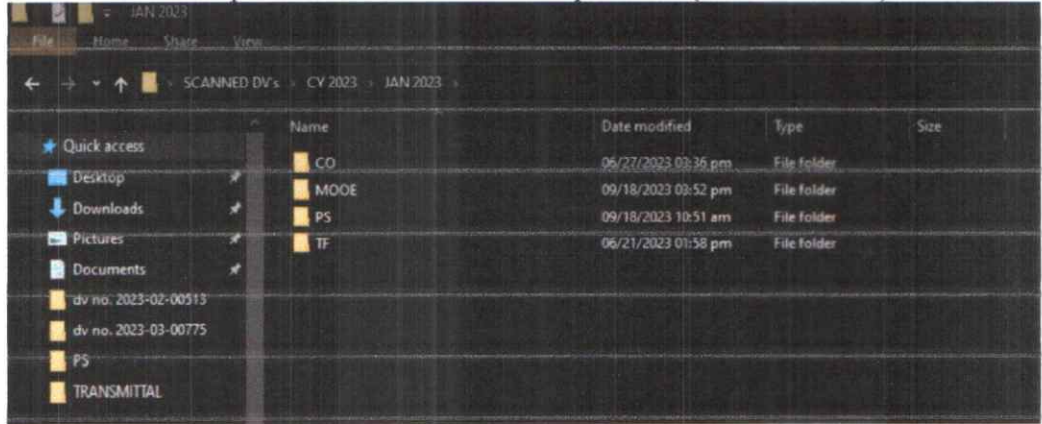
- Inside each folder, save data by CALENDAR YEAR:



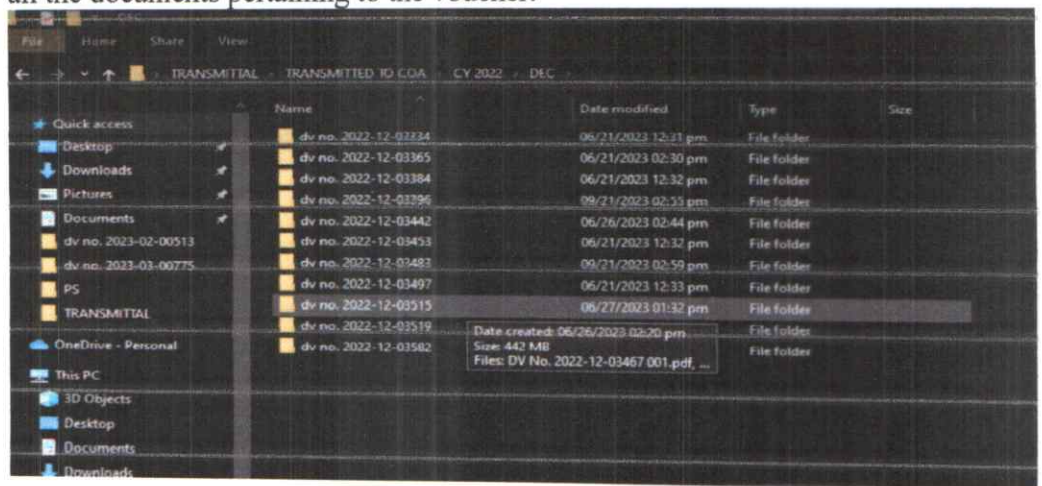
- Inside its Calendar Year Folder will be the Folders per month:



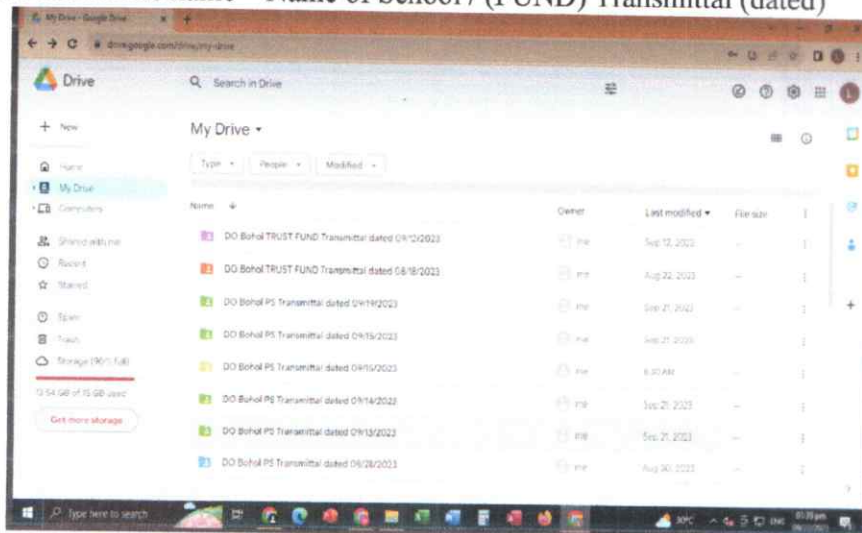
- Inside the Folders per month will be the folder per Fund (MOOE/CO/PS):



- Inside the Folders per fund will be the folder per Disbursement Voucher that contains all the documents pertaining to the voucher:



2. Create a google drive where you can save your scanned transmittal and share with coa.monena.acar@gmail.com and dianecicely.jeminez@deped.gov.ph following format below: File name – Name of School / (FUND) Transmittal (dated)



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