



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

October 11, 2024

DIVISION MEMORANDUM

No. 493, s. 2024

2-DAY REPORTING SCHEDULE TO SDO FOR SENIOR BOOKKEEPERS

To: Public Schools District Supervisors
School Principals/Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. In response to the growing concerns in the field about the visibility of Senior Bookkeepers/ADAS III in schools and districts, this office is implementing a 2-day reporting requirement to the Division Office.
2. With the above, the PSDS, along with the aforementioned personnel and School Heads, will work together to establish a reporting schedule for the Bookkeepers to the district and the Division Office.
3. Each week, the Bookkeepers will report to the Division Office for a maximum of 2 days a week, or up to a maximum of 5 days in a month for errands. This reporting schedule is designed to align with the budget allocation for travel expenses. If there is an urgent report that needs to be submitted to the Division Office, the Bookkeepers must obtain permission from the PSDS for travel and inform the School Heads, especially if the travel falls outside their regular reporting schedule. Any travel expenses that exceed the allowable ceiling for regular travel must be covered personally.
4. For monitoring purposes, it is advised to maintain a routing record (ex: columnar logbook) of submitted liquidations reports (**ANNEX A**), as well as any other reports sent through the bookkeepers for submission to SDO and documents returned from SDO to the respective schools.
5. Further, bookkeepers shall keep a monitoring of the funds downloaded and liquidated using the recommended format refer to: <https://shorturl.re/mooemonitoringformat>
6. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
www.depedbohol.org

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 REGION VII, CENTRAL VISAYAS
 DIVISION OF BOHOL
 CITY OF TAGBILARAN

ROUTING MONITOR FOR MOOE LIQUIDATION REPORT

Name of School / District							
Name of Accountable Officer							
Reg MOOE for the month of:							
Special Fund for:							
No	Section / Office	Purpose	Responsible Person	Signature	Date	Time	Remarks
1	District	Receive documents					
		Checks documents submitted					
		Return for compliance					
		Final review/checking					
2	SDO Accounting	Submit for EFRS					
3	COA	Submit Liquidation folders					
4	SDO Accounting	Submit EFRS duly received by COA					
	IAS	Submit EFRS duly received by COA					