



DEPT-ED OCCIDENTAL MINDORO
RELEASED
BY: [Signature]
DATE: MAR 29 2022
DIVISION OFFICE
MAMBURAO

Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO

**Office of the Schools Division
Superintendent**

March 21, 2022

DIVISION MEMORANDUM
No. 0126, s. 2022

NEW/REVISED FINANCE RELATED FORMS

To :

- Asst. Schools Division Superintendent
- Chief of Curriculum Implementation Division
- Chief of School Governance and Operations
- Education Program Supervisors
- Unit Heads
- Public Schools District Supervisors
- School Heads (Elementary and Secondary Schools)
- All Other Concerned

1. As contained in the new Government Accounting Manual for National Government Agencies authored and issued by the Commission on Audit, attached are the copies of the above subject which shall be strictly used in specific financial transactions in 2022.
 - a) Obligation Request and Status Appendix 11
 - b) Notice of Obligation Request and Status Adjustment Appendix 12
 - c) Report of Advice to Debit Account Issued Appendix 13
 - d) Report of Collection and Deposits Appendix 26
 - e) Order of Payment Appendix 28
 - f) Cash Receipts Record Appendix 29
 - g) Disbursement Voucher Appendix 32
 - h) Payroll Appendix 33
 - i) Report of Checks Issued Appendix 35
 - j) Liquidation Report Appendix 44
 - k) Itinerary of Travel Appendix 45
 - l) Reimbursement Expense Receipt Appendix 46
 - m) Certification of Travel Completed Appendix 47
 - n) Petty cash Voucher Appendix 48

OSDS/FINANCE-ACCOUNTING UNIT/MTR



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| o) Report on Paid Petty cash Vouchers | Appendix 49 |
| p) Petty Cash Record | Appendix 50 |
| q) Summary of LDDAP-ADAs Issued and Invalidated ADA Entries | Appendix 53 |
| r) Supplies Ledger Card | Appendix 57 |
| s) Stock Card | Appendix 58 |
| t) Inventory Custodian Slip | Appendix 59 |
| u) Purchase Request | Appendix 60 |
| v) Purchase Order | Appendix 61 |
| w) Inspector and Acceptance Request | Appendix 62 |
| x) Requisition and Issue Slip | Appendix 63 |
| y) Request of Supplies and Materials Issued | Appendix 64 |
| z) Waste Materials Report | Appendix 65 |
| aa) Request on the Physical Count Inventories | Appendix 66 |
| bb) Report of Accountability for Accountable Forms | Appendix 67 |
| cc) Property Card | Appendix 69 |
| dd) Property, Plant Equipment Ledger Card | Appendix 70 |
| ee) Property Acknowledgement Receipt | Appendix 71 |
| ff) Report of Physical Count of PPE | Appendix 73 |
| gg) Construction in Progress Ledger Card | Appendix 77 |
| hh) Monthly Reconciliation Statement - MDS Regular | Appendix 80 |
| ii) Monthly Reconciliation Statement - Cash in Bank | Appendix 81 |
2. Compliance is hereby enjoined to facilitate the pre audit action of this office. Use of the above forms shall take effect April 1, 2022.
3. For immediate dissemination.



LYNN G. MENDOZA
 Asst. Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division
 Superintendent 

