



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



DIVISION MEMORANDUM

No. 34 s. 2018

DEP-ED-NUEVA ECIJA
RELEASED
FEB 02 2018

TO : **Public Schools District Supervisors**
Elementary School Heads/Principals
Secondary School Principals with/without Fiscal Autonomy
Division Office Personnel
All Other Concerned

RECORDS SECTION

FROM : 
RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

SUBJECT : **Requiring All Administrative Assistant III assigned at Central Schools & Secondary Schools without Fiscal Autonomy and those holding cluster Secondary Schools to conduct pre-audit both for Disbursement Voucher and Liquidation Report.**

DATE : January 30, 2018

Pursuant to what has been discussed and agreed by all last 26 January 2018, (Meeting called for All Administrative Assistant III), and to enhanced the process of financial reporting particularly MOOE liquidation report. Please be informed that prior to signing of concerned PSDS on the disbursement voucher for downloading and MOOE liquidation report, both must bear an initial/signature of ADAS III assigned on your respective. The signature/initial of concerned ADAS III is enough to warrants that the new process has been properly complied. The document listed below that requires initial/signature of ADAS III. To wit:

- a. Disbursement Voucher (Box A), and;
- b. Liquidation Report (Box B)

In addition, the initial/signature of ADAS III concerned on the above-mentioned documents certifies the correctness and completion of such that are essential to download Cash Advances to fund expenses of the school for the succeeding month.

Lastly, please observe full compliance to DepEd Order No. 13 Series of 2016 (Uses of MOOE Fund) to avoid un-allowable expenses. Pleas be reminded too that all liquidation report is subject for the review and verification of Commission on Audit (COA) as one of our regulator.

This order shall take effect immediately.

For strict compliance.