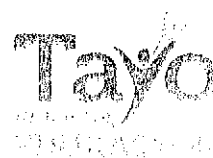




Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong



DIVISION MEMORANDUM
ACCTG. SECTION NO. 002 S. 2019

To: **Assistant Schools Division Superintendent**
Chiefs – Curriculum Implementation & School Governance
Operations Division
Cluster Heads
Elementary and Secondary – School Heads
Disbursing Officers and Bookkeepers
Division Office Personnel
This Division

From: **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

Subject: **PREPARATION OF PRESCRIBED FORMS OF OBLIGATIONS**
REQUEST AND STATUS (ORS), DISBURSEMENT VOUCHER (DV) AND
ORDER OF PAYMENT

Date: **July 26, 2019**

1. In compliance with Commission on Audit (COA) Circular No. 2015-007 dated 22 October 2015, enclosed are the modified formats of Obligation Request and Status (ORS), Disbursement Voucher (DV) and Order of Payment prescribed under the Government Accounting Manual (GAM) for use of all National Government Agencies. Said forms shall be used for all disbursement transactions effective 4 January 2016.
2. As per Government Accounting Manual (GAM) Volume I for National Government Agencies, Obligation Request and Status (ORS) and Disbursement Voucher (DV) should be prepared by the Requesting office/unit and claimant.
3. In view of this, the Finance Section will be conducting an orientation per office and by cluster per school.
4. Attached herewith is the schedule of orientation.
5. Widest dissemination of this Memorandum is highly enjoined.

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SCHEDULE OF ORIENTATION

JULY 29, 2019

SECTION/OFFICE	TIME	VENUE
ADMINISTRATIVE OFFICE	1:00 – 2:00 P.M	CSDT BOARD ROOM
HUMAN RESOURCE OFFICE		
SUPPLY OFFICE		
ASDS /SDS	2:00 – 2:45 P.M	
CID	2:55 – 3:55 P.M	CID OFFICE
SGOD	4:00 – 5:00 P.M	SGOD OFFICE

JULY 30, 2019

PARTICIPANTS	TIME	VENUE
ALL ELEMENTARY SCHOOL HEADS, BOOKKEEPERS and DISBURSING OFFICERS	8:30 – 9:30 A.M	CONFERENCE ROOM
ALL JHS & SHS SCHOOL HEADS, BOOKKEEPERS and DISBURSING OFFICERS	10: 00 – 11:00 A.M	