



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 13, 2023

DIVISION MEMORANDUM
OSDS No. 177, s. 2023

SCHOOL MOOE DOWNLOADING PROCESS

To: IUs & Non-IUs School Heads
IUs & Non-IUs School – based Bookkeepers

1. To ensure uniformity in submission and compliance to existing finance rules and regulations alongside Ease of Doing Business all School Heads and School -based finance personnel in SDO Tacurong City shall adhere to this School MOOE downloading process.
2. Enclosed is the School MOOE Downloading Process and note to provide a guide on the needed submission of documents for downloading.
3. All division related policies and other issuances which are inconsistent with the provision of this memorandum are hereby repealed and modified.
4. For the information, guidance, and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.

Reference:

Allotment: none

To be included in the perpetual Index under RECORDS

JGS/OSDS/DM/ SCHOOL MOOE DOWNLOADING PROCESS/ November 13, 2023



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Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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Enclosure to Division Memo OSDS No. _____ s. 2023

1.0 PROCEDURES DETAILS

1. QUARTERLY DOWNLOADING PROCESS

1.a PROCESSING OF DISBURSEMENT VOUCHER

Process Flow	In-charge	Process Description	Processing Time
Start			
Receives the DV, ORS and supporting documents from SGOD Office.	Internal Control Unit in -charge	<p>Shall receive the 4 copies DV, 4 copies ORS, with supporting documents such as: *3 copies approved SOB *3 copies certification signed by the Division Accountant that the previous cash advance has been liquidated. *3 copies of approved application of bond and/or Fidelity Bond for the year.</p> <p>Shall stamp "Internal Control Unit" and affix the time and its initial to the Disbursement Vouchers.</p> <p>Shall check as to completeness and accuracy the DV, ORS and supporting documents.</p> <p>If ok, shall forward the pre -audited DV, ORS and supporting documents to the Budget Section.</p> <p><i>If indicated with "lacking/correction", the DV, ORS and supporting documents shall be returned to the Cluster/School Bookkeeper.</i></p> <p><i>Note 1: Box A of DV and ORS shall be signed by the SGOD Chief before forwarding to ICU in- charge.</i></p> <p><i>Note 2: Supporting documents shall be in 1 original copy and 2 photocopies.</i></p>	3 hours



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		<p>Note 3: For submission of compliance, Cluster/School Bookkeeper shall return to the ICU in - charge.</p> <p>Note 4: If the DV, ORS and supporting documents shall be submitted to ICU beyond 10:30 a.m., these may be checked on next working day (Based on DM OSDS No. 53 s. 2022 dated April 25, 2023)</p>	
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content;"> Receives and verifies the DV, ORS and supporting documents from ICU in - charge. </div>	Budget Section staff	<p>Shall receive the pre -audited DV, ORS and supporting documents from the ICU - in charge.</p> <p>Shall check and verify availability of allotment based on the appropriate RAOD. If allotment is available, assign the ORS Number and records in the logbook the ORS Number, date, creditor/payee, particular and amount.</p> <p>If it is okay, in - charge shall forward the pre - audited DV, ORS and supporting documents to the Budget Officer.</p> <p>If there's a correction, it shall be returned to the Cluster/School Bookkeeper.</p> <p>Note 1: For submission of compliance, Cluster/School Bookkeeper shall return to the Budget Section.</p>	3 hours
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content;"> Approves the ORS </div>	Budget Officer	<p>Shall review the pre-audited DV, ORS and supporting documents.</p> <p>If it is okay, shall affix his/her signature on the Box B "Approved by" portion of ORS.</p> <p>If there's a correction, shall return documents to the Cluster/School Bookkeeper.</p> <p>Shall return the pre -audited DV, approved ORS and supporting documents to the budget staff.</p>	2 hours



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		<p>Note 1: For submission of compliance, Cluster/School Bookkeeper shall return to the Budget Section.</p>	
<p>Forwards the pre-audit DV, approved ORS and supporting documents.</p>	<p>Budget Section staff</p>	<p>Shall forward the pre -audited DV, approved ORS and supporting documents to the Accounting Office.</p> <p>Note 1: Budget staff shall retain one copy of the ORS for maintenance/monitoring of obligation status.</p>	<p>10 minutes</p>
<p>Receives and checks the pre -audited DV, approved ORS and supporting documents.</p>	<p>Accounting Office staff</p>	<p>Shal receive the pre -audited DV, approved ORS and supporting documents from Budget Section.</p> <p>Shall check the pre -audited DV, approved ORS and supporting documents.</p> <p>If it is okay, shall assign DV Number and records in the logbook the DV Number, date, creditor /payee, particular and amount.</p> <p>If there's a correction, he/she shall return documents to the Cluster/School Bookkeeper.</p> <p>Note 1: For submission of compliance, Cluster/School Bookkeeper shall return documents to the Accounting Section.</p> <p>Note 2: Accounting Office staff shall stamp the DV Number to ORS and all supporting documents.</p> <p>Note 1: Accounting office staff shall retain one copy of the DV for maintenance/monitoring of disbursement status.</p> <p>Shall forward the pre -audited DV, ORS and supporting documents to the Division Accountant.</p>	<p>1 day</p>



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<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;"> Certifies the DV </div>	Accountant III	<p>Shall review the pre -audited DV, ORS and supporting documents.</p> <p>If it is okay, shall certify the DV and affix his/her signature on the Box C of Disbursement Voucher.</p> <p>If there's a correction, he/she shall return documents to the Cluster/School Bookkeeper.</p> <p>Note 1: For submission of compliance, Cluster/School Bookkeeper shall return to the Accounting Section.</p> <p>Shall forward the certified DV, approved ORS, and supporting documents to the Accounting office staff.</p>	1 day
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;"> Forwards certified DV, approved ORS and supporting documents to the Office of SDS for approval. </div>	Accounting office staff	<p>Shall forward the Certified DV, approved ORS and supporting documents to the Office of Schools Division Superintendent.</p>	10 minutes
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;"> Receives certified DV, approved ORS and supporting documents. </div>	SDS Secretary	<p>Shall receive the Certified DV, approved ORS and supporting documents.</p>	10 minutes



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<p>Forwards certified DV, approved ORS and supporting documents to the Head of Agency</p>	<p>SDS Secretary</p>	<p>Shall forward the Certified DV, approved ORS and supporting documents to the Head of Agency.</p>	<p>10 minutes</p>
<p>Approves the certified DV, approved ORS and supporting documents to the Head of Agency.</p>	<p>SDS</p>	<p>Shall receive the Certified DV, approved ORS and supporting documents.</p> <p>If it is okay shall approve the DV and affix his/her signature on the Box D of Disbursement Voucher.</p> <p>If there's a correction, shall return documents to the Accounting Section.</p> <p>Note 1: For submission of compliance, Cluster/School Bookkeeper shall return to the Accounting Section then return approved DV, approved ORS and supporting documents to the SDS Secretary.</p>	<p>1 day</p>
<p>Returns the approved DV, approved ORS and supporting documents to the Accounting Office.</p>	<p>SDS Secretary</p>	<p>Shall return the approved DV, approved ORS and supporting documents to the Accounting Office.</p>	<p>15 minutes</p>
<p>END</p>			<p>3 days, 8 hours, and 55 minutes</p>



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1.b PROCESSING OF LDDAP -ADA			
Receives the approved DV, approved ORS and supporting documents.	Accounting Office staff	Shall receive the approved DV, approved ORS and supporting documents from the Office of SDS.	10 minutes
Prepares SLIIE and LDDAP -ADA	Accounting Office staff	Shall prepare 4 copies SLIIE and 5 copies LDDAP – ADA based on the approved DV, ORS and supporting documents. Shall forward the SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents to the Accountant III.	1 day
Certifies the SLIIE and LDDAP -ADA	Accountant III	Shall check the SLIIE and LDDAP -ADA against the approved DV, ORS and supporting documents. If it is okay shall certify the SLIIE and LDDAP- ADA ‘ If there’s a correction, shall return documents to the Accounting office staff. Note 1: For submission of compliance, Accounting Office staff shall return to the Division Accountant. Shall return to the Accounting office staff the certified SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents.	1 day



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Receives the certified SLIIE and LDDAP -ADA	Accounting Office Staff	Shall receive the certified SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents from Division Accountant.	5 minutes
Forwards the certified SLIIE and LDDAP -ADA	Accounting Office Staff	Shall forward the certified SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents to the Office of the SDS.	10 minutes
Receives the certified SLIIE and LDDAP -ADA	SDS Secretary	Shall receive the certified SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents from Accounting office.	10 minutes
Forwards the certified SLIIE and LDDAP -ADA to SDS	SDS Secretary	Shall forward the certified SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents to the Schools Division Superintendent.	5 minutes
Approves the certified SLIIE and LDDAP -ADA to SDS	SDS	Shall approve the certified SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents. If it is okay shall approve the DV and affix his/her signature on the Box D of Disbursement Voucher. If there's a correction, shall return documents to the Cluster/School Bookkeeper. Note 1: For submission of compliance,	1 day



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		<p>Accounting Office staff shall return to the Office of SDS.</p> <p>Shall return approved DV, approved ORS and supporting documents to the SDS Secretary</p>	
<p>Forwards the approved SLIIE and LDDAP -ADA to Cash Section</p>	SDS Secretary	<p>Shall forward the approved SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents to the Cash Section</p>	10 minutes
<p>Receives the approved SLIIE and LDDAP -ADA</p>	Cashier	<p>Shall receive the approved SLIIE and LDDAP -ADA with approved DV, ORS and supporting documents.</p> <p>Shall review the payee and amount of the approved SLIIE AND LDDAP -ADA against the approved DV, ORS and supporting documents.</p> <p>If it is okay, shall affix his/her signature on the LDDAP -ADA.</p> <p>If there's a correction, shall return documents to the Accounting Office.</p> <p>Note 1: For submission of compliance, Accounting Office staff shall repeat the process from the Process flow "Prepares the SLIIE and LDDAP - ADA."</p> <p>Shall submit the approved SLIIE and LDDAP -ADA to the Government Servicing Bank – DBP Tacurong Branch.</p> <p>Note 2: The turn-around time where the fund will be credited to the respective account of the school is one day from the date of receipt of approved SLIIE and LDDAP -ADA.</p> <p>Accounting Office staff shall repeat the process from the Process flow "Prepares the SLIIE and LDDAP - ADA."</p>	1 hour
<p>END</p>			3 days, 1 hours and 50 minutes

Note: Receiving/Releasing of documents should be encoded in the DTS. "No DTS, No receiving of documents" shall be observed.



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REQUIREMENTS FOR QUARTERLY MOOE DOWNLOADING

Quarterly Downloading	REQUIREMENTS						
	DV copies (Yellow Bond paper)	ORS	Approved Application of Fidelity Bond	Certification signed by the Accountant	Certification signed by the Accountant	Submitted Liquidation Report	Complied Liquidation Report
1 st Quarter	4	4	3	3	3	December (previous year)	January - November (previous year)
2 nd Quarter	4	4	3	3	3	March	January & February
3 rd Quarter	4	4	3	3	3	June	March, April & May
4 th Quarter	4	4	3	3	3	September	June, July & August



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