



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

March 25, 2024

DIVISION MEMORANDUM
OSDS No. 048, s. 2024

DEADLINE ON THE SUBMISSION OF MONTHLY FINANCIAL REPORTS

To: OIC - Assistant Schools Division Superintendent
IU School Heads
IU Finance personnel
Division -based finance personnel
This Division

1. To ensure timely submission of various consolidated reports in compliance with the Regional Office, Division Office, Central Office, DBM and COA requirements IUs are reminded to submit all financial reports on -time at SDO Tacurong City Accounting Section.
2. Please refer to the Enclosure 1 for the checklist of reports to be submitted and its corresponding deadlines.
3. For the information, guidance and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: None.

Reference: None

Allotment: None

To be included in the perpetual Index under
RECORDS

JGS/OSDS/DM/ DEADLINE ON THE SUBMISSION OF MONTHLY FINANCIAL REPORTS/ March 25, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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Enclosure 1 to Division Memo OSDS No. 047

Name of the Reports	Deadline
Signed Bank Reconciliation with Bank Statement & List of Outstanding Checks/LDDAP -ADA	On or before 5 th day of the following month
Signed Monthly RADAI	On or before 5 th day of the following month
Signed Monthly Report of Disbursement (MRD)	Soft copy – on or before 2 nd day of the following month (emailed to <i>kelvin.apud@deped.gov.ph</i>) Hard copy – on or before 5 th day of the following month
Approved DV, LDDAP -ADA (stamped “received by the bank”, Remittance List, Official Receipt (Provident loan payment)	On or before 5 th day of the following month
Status of MOOE (google drive)	On or before 5 th day of the following month



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