



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

June 10, 2026

DIVISION MEMORANDUM  
OSDS- 2026 - III

**SUPPLEMENTAL MEMORANDUM ON THE UPDATED DOCUMENTARY  
REQUIREMENTS ON THE VARIOUS SCHOOL FINANCIAL TRANSACTIONS**

To: School Heads  
School Administrative Officer II  
School – based Bookkeepers and Disbursing Officers

1. In order to further strengthen and facilitate the processing of various school financial transactions, the following additional attachments are hereby prescribed and shall form part of the documentary requirements under Division Memorandum No. 105, s. 2026 entitled "Updated Documentary Requirements on the Various School Financial Transactions."
2. Attached herewith is the updated list of documentary requirements.
3. All other provisions of the said memorandum shall remain in effect.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosures: None.  
Reference: COA Circular No. 2012-01  
Allotment: None  
To be included in the perpetual index under  
FORMS RECORDS  
JGS/OSDS/DM/ UPDATED REVISED DOCUMENTARY REQUIREMENTS ON VARIOUS SCHOOL FINANCIAL TRANSACTIONS/June 10, 2026



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



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Enclosure to Division Memo OSDS No. III s. 2026



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**CHECKLIST OF DOCUMENTARY REQUIREMENTS**  
 (Please arrange the requirements according to the order in the checklist)

**Watchman Services and/or Janitorial Expenses**

PAYEE:		AMOUNT:	
DATE SUBMITTED:		DATE RECEIVED:	
DATE RETURNED:		DATE COMPLIED:	

PARTICULARS:	
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Account Title	Account Code
Security Services	5021203000
Janitorial Services	5021202000

No.	Requirements	No. of Copies		Remarks
		Original	Photocopy/ies	
1	Disbursement Voucher (DV), Box A (duly signed)	3		
2	Contract of Service (notarized /received by COA)	1	1	
3	Undertaking	1	1	
4	Approved Daily Time Record (DTR)	1	1	
5	Approved Payroll	1	1	

Other Documents: (as needed)	

Checked by:

\_\_\_\_\_  
 Cluster/School Bookkeeper



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**CHECKLIST OF DOCUMENTARY REQUIREMENTS**  
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<b>Other Professional Services</b>			
PAYEE:		AMOUNT:	
DATE SUBMITTED:		DATE RECEIVED:	
DATE RETURNED:		DATE COMPLIED:	
PARTICULARS:			

Account Title	Account Code
Other Professional Services	5021199000

No.	Requirements	No. of Copies		Remarks
		Original	Photocopy/ies	
1	Disbursement Voucher (DV), Box A (duly signed)	3		
2	Approved PPAs, if applicable	1	1	
2	Billing Statement, if applicable	1	1	
3	Official Receipt (Medical Services and others)	1	1	
4	Payroll, (Priest)	1	1	

<b>Other Documents:</b> (as needed)	

Checked by:

\_\_\_\_\_  
 Cluster/School Bookkeeper



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