



June 1, 2020

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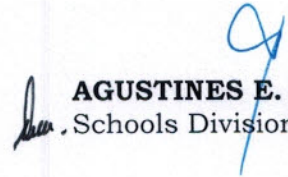
**DIVISION MEMORANDUM**

No. 131, s. 2020

**AUTHORIZED SIGNATORIES OF SCHOOL FINANCIAL TRANSACTIONS  
RELATIVE TO LIQUIDATION OF MOOE, SBFP  
AND OTHER PROGRAM FUNDS CASH ADVANCES**

To: Chief, Curriculum Implementation Division  
Chief, School Governance and Operation Division  
Administrative Officer V  
Public Elementary and Secondary Schools  
Administrative Assistants  
This Division

1. To ensure effective and efficient delivery of finance services in this Division, this Office will update the authorized signatories of school financial transactions to facilitate MOOE, SBFP and other program funds prompt liquidation of cash advances.
2. Enclosed are the tabulated financial documents/authorized signatories and templates relative to schools' liquidation of cash advances on MOOE, SPFB and other program funds to be used effective immediately.
4. Immediate and wide dissemination of this Memorandum is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/acm/060120





REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
**DIVISION OF TANGUB CITY**

(Enclosure No. 1 to Division Memorandum No. 31, s. 2020)

Financial Document	Authorized Signatories	
<b><i>Procurement Documents:</i></b>		
Purchase Request	Requested By	School Property Custodian
	Approved By	School Head/Principal/TIC
Request for Quotation	Signed by	School BAC Chairman
		Supplier's Representative
Abstract	Signed by	School BAC Chairman
		School BAC Members
	Recommendation of the Requisition	School Property Custodian
	Approved by	School Head/Principal/TIC
Purchase Order	Conforme	Supplier
	Signed by	School Head/Principal/TIC
	Funds Available	Assigned Administrative Assistant
Inspection and Acceptance Report	Inspected by	Assigned Inspection Officer
	Acceptance	School Supply and/or Property Custodian
Inventory Custodian Slip	Received by	School Head/Principal/TIC
	Received from	School Supply Officer
<b><i>Repair &amp; Maintenance Required Documents For School Building</i></b>		
Letter Request for Inspection	Requested By	School Property Custodian
	Recommending Approval	School Facilities Coordinator
	Approved By	School Head/Principal/TIC
Pre-Construction/Repair Inspection Report	Inspected by	Division Physical Facilities Coordinator Senior Technical Assistant II
	Noted	Budget Officer II
	Approved	Chief, SGOD
Program of Works	Prepared by	Senior Technical Assistant II
	Concurred	Division Physical Facilities Coordinator
	Approved	Chief, SGOD
Request for Labor	Prepared by	School Head/Principal/TIC
	Approved by	Chief, SGOD
Completion Report	Inspected and Certified True and Correct	Division Physical Facilities Coordinator Senior Technical Assistant II
	Approved by	Chief, SGOD
Certificate of Completion	Inspected by	Senior Technical Assistant II





	Concurred	Division Physical Facilities Coordinator
	Approved by	Chief, SGOD
<b><u>Repair &amp; Maintenance Required Documents For Equipment</u></b>		
Request for Inspection	Prepared by	School Property Custodian
	Approved by	School Head/Principal/TIC
Pre-Repair Inspection Report	Inspected by	Division Physical Facilities Coordinator Senior Technical Assistant II
	Approved by	Chief, SGOD
Maintenance Request and Work Order	Requested By	School Property Custodian
	Recommending Approval	School Facilities Coordinator
	Approved By	School Head/Principal/TIC
Request for Labor	Prepared by	School Head/Principal/TIC
	Approved by	Chief, SGOD
Post Repair Inspection Report	Inspected by	Division Physical Facilities Coordinator Senior Technical Assistant II
	Approved by	Chief, SGOD



## PURCHASE REQUEST

Entity Name: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_

Office/Section :	PR No.: _____ Responsibility Center Code :	Date: _____
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost

Purpose: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requested by: Signature : _____ Printed Name: _____ Designation : School Property Custodian	Approved by: _____ _____ School Head / Principal
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Republic of the Philippines  
Department of Education  
Region X - Northern Mindanao  
DIVISION OF TANGUB CITY  
**GUINALABAN ELEMENTARY SCHOOL**



Guinalaban, Tangub City  
**REQUEST FOR QUOTATION**

Date: May 27, 2020  
Quotation No.: 1  
Office/School: **GUINALABAN ELEMENTARY SCHOOL**

**TO ALL ELIGIBLE SUPPLIERS:**

Please quote your lowest price inclusive of VAT and best delivery date on the items/s listed below, subject to Terms and Conditions of this RFQ. This Request for Quotation or your formal bid proposal duly signed by you or your representative shall be personally submitted to \_\_\_\_\_, **BAC Chairman, @ Guinalaban Elementary School, Guinalaban, Tangub City** on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time) on which date RFQ shall be opened with or without your presence or duly authorized representative.

Thank you.

\_\_\_\_\_  
School BAC Chairman

- Note: 1. All entries must be legibly written  
2. Delivery period within Five (5) Calendar days

Item No.	Qty.	Unit	Name of Supplies/Materials/Services Etc.	Unit Cost	Total Cost
1	0.0	0		0	
2	0.0	0		0	
3	0.0	0		0	
4	0.0	0		0	
5	0.0	0		0	
6	0.0	0		0	
7	0.0	0		0	
8	0.0	0		0	
9	0.0	0		0	
10	0.0	0		0	
11	0.0	0		0	
12	0.0	0		0	
13	0.0	0		0	
<b>TOTAL</b>					

After having carefully read and accepted your conditions, I/we quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name over signature

0

\_\_\_\_\_  
Name of Store/Tel/Cel No.

May 27, 2020

\_\_\_\_\_  
Date

# ABSTRACT OF CANVASS

Name of School  
Address of School

DIVISION OF TANGUB CITY	Bid/Canvass No.:	2020-06-001	Time of Opening:	10:00 am
	Date of Advertisement:	05/28/2020	Date of Opening:	06/02/2020

ITEM	QTY	UNIT	ARTICLES	Name of Supplies and Prices Quoted			
				U/P		TOTAL	
				U/P	TOTAL	U/P	TOTAL
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
<b>TOTAL</b>							

We hereby certify that the foregoing is true and correct abstract of canvass/bids submitted by the above-indicated dealers which were opened in our presence this \_\_\_\_\_ day of \_\_\_\_\_ (month/year) at \_\_\_\_\_ (a.m./p.m.).

Action of the Committee Awards:	Recommendation of the Requisition:
Chairman EAC	Requisitioned:
Member	Approved:
Member	

**PURCHASE ORDER**

**Entity Name**

Supplier : _____		P.O. No. : _____			
Address : _____		Date : _____			
TIN : _____		Mode of Procurement : _____			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : _____		Delivery Term : _____			
Date of Delivery : _____		Payment Term : _____			
Stock Property	Unit	Description	Quantity	Unit Cost	Amount
<b>(Total Amount in Words)</b>					
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.</p> <p>Conforme: _____ Very truly yours, _____</p> <p>Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official</p> <p>_____ Principal/School Head/TIC</p> <p>Date _____</p>					
Fund Cluster : _____		ORS/BURS No. : _____			
Funds Available : _____		Date of the ORS/BURS: _____			
Signature over Printed Name of Assigned Administrative Assistant		Amount : _____			

### INSPECTION AND ACCEPTANCE REPORT

**Entity Name** GUINALABAN ELEMENTARY SCHOOL

**Fund Cluster:** 01

Supplier : _____	IAR No. : _____
PO No./Date _____	Date : _____
Requisitioning Office/Dep _____	Invoice No. : _____
Responsibility Center Code : _____	Date : _____

<b>Stock/ Property No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>
1		0	0
2		0	0
3		0	0
4		0	0
5		0	0
6		0	0
7		0	0
8		0	0
9		0	0
10		0	0
11		0	0
12		0	0
13		0	0

**INSPECTION**

**ACCEPTANCE**

<p><b>Date Inspected :</b> _____</p> <p><input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications</p>	<p><b>Date Received :</b> _____</p> <p><input type="checkbox"/> Complete</p> <p><input type="checkbox"/> Partial (pls. specify quantity)</p>
Inspection Officer/Inspection Committee DIC	Supply and/or Property Custodian



### INVENTORY CUSTODIAN SLIP

Entity Name: LABUYO ELEMENTARY SCHOOL

Fund Cluster : 01

ICS No : \_\_\_\_\_

Quantity	Unit	Amount		Description	Acquisition Date	Inventory Item No.	Estimated Useful Life (Years)
		Unit Cost	Total Cost				

Received from:		Received by:	
Signature Over Printed Name Designated Supply		Signature Over Printed Name Principal/School Head/TC	
Position/Office		Position/Office	
_____		_____	
Date		Date	

(Enclosure No. 8 to Division Memorandum No. 131, s. 2020)

**PRE-CONSTRUCTION/REPAIR INSPECTION REPORT**

Project Title: \_\_\_\_\_

Location: \_\_\_\_\_

Scope of Works:

1. \_\_\_\_\_
2. \_\_\_\_\_

Work Duration (CD): \_\_\_\_\_

FINDINGS: \_\_\_\_\_

Inspected by:

**WILFREDO B. CANETE**  
DPFC

**WILSON M. OZARAGA**  
STA-II

Noted:

**MARITES C. SUMINGUIT**  
Budget Officer -III

**APPROVED:**

**MYRNA T. REGIDOR**  
Chief, School Governance Operations Division

Department of Education  
Division of Tangub City  
Anecito Siete St., Tangub City

### PROGRAM OF WORKS

Name of Project: LAND FILLING OF 16 CU.M. OTHER STRUCTURE (Flower Boxes) with painting.  
Location: Maquilao Integrated School

ITEM	SCOPE OF WORK	UNIT	QTY	MATERIAL COST		LABOR COST		GRAND TOTAL
				UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	
I	Manual Hauling of filling materials from drop-off point to project site/location.	cu. m.	16					
				1,375.00	22,000.00	412.50	6,600.00	28,600.00
	Sub-Total				22,000.00		6,600.00	28,600.00
II	Painting Works							
	Flat Wall Latex	Gal	4	670.00	2,680.00	201.00	804.00	3,484.00
	Latex Tinting color (Hanza Yellow)	can	4	60.00	240.00	18.00	72.00	312.00
	Sub- Total				2,920.00		876.00	3,796.00
	Summary:							
I	materials from drop-off point to project site/location.				22,000.00		6,600.00	28,600.00
II	Painting Works				2,920.00		876.00	3,796.00
	Grand Total				24,920.00		7,476.00	32,396.00

Prepared by:

**WILSON M. OZARAGA**  
Senior Technical Assistant -II

Concurred:

**WILFREDO B. CANETE**  
Division Physical Facilities Coordinator

APPROVED:

**MYRNA T. REGIDOR**  
Chief, School Division Superintendent

(Enclosure No.10 to Division Memorandum No. 131, s. 2020)

Date: \_\_\_\_\_

**MYRNA T. REGIDOR**

Chief, School Governance & Operations Division  
Division of Tangub City

Sir:

Greetings of peace and goodwill!

I have the honor to request your good office to allow the following personnel to render labor services for the \_\_\_\_\_ (State the name of the project) of \_\_\_\_\_ (Name of Entity), to wit:

NO.	NAME	DESIGNATION	RATE/DAY

Trusting this pleading would bring to your worthy consideration.

Thank you.

Very truly yours,

\_\_\_\_\_  
School Principal/Head Teacher

(Enclosure No. 11 to Division Memorandum No. 191, s. 2020)

Date: \_\_\_\_\_

## COMPLETION REPORT

**Name of Project :** \_\_\_\_\_

**Location :** \_\_\_\_\_

**Appropriation :** (PHP) \_\_\_\_\_

**Date Completed :** \_\_\_\_\_

**FINDINGS:** \_\_\_\_\_

**RECOMMENDATION/S** \_\_\_\_\_

**INSPECTED AND CERTIFIED TRUE AND CORRECT:**

**WILFREDO B. CAÑETE**  
ESP-II/DPFC

**WILSON M. OZARAGA**  
STA-II

**APPROVED:**

**MYRNA T. REGIDOR**  
Chief, School Governance Operations Division

(Enclosure No.12 to Division Memorandum No. 19, s. 2020)

### CERTIFICATE OF COMPLETION

Project / Nature of Work: \_\_\_\_\_  
Location : \_\_\_\_\_  
Project Number : \_\_\_\_\_  
Project Amount : \_\_\_\_\_  
Completion Date : \_\_\_\_\_

This is to certify that the above stated project has been satisfactorily completed in accordance with the approved Program of Works, Plans and Specifications.

Inspected by:

Concurred:

**WILSON M. OZARAGA**  
STA-II

**WILFREDO B. CANETE**  
ESP-II/DPFC

**APPROVED:**

**MYRNA T. REGIDOR**  
Chief, School Governance Operations Division



**REQUEST FOR INSPECTION**

Item / Description: \_\_\_\_\_

Property Number: \_\_\_\_\_ Property Acknowledgement Receipt No. : \_\_\_\_\_

Acquisition Cost : \_\_\_\_\_ Acquisition Date: \_\_\_\_\_

Nature and Scope of Last Repair, if any : \_\_\_\_\_

Complaints: \_\_\_\_\_

\_\_\_\_\_

Prepared by: \_\_\_\_\_ Approved: \_\_\_\_\_

School Property Custodian

Date

School Head/Principal

**PRE-REPAIR INSPECTION REPORT**

Defects: \_\_\_\_\_

Parts/components to be Repaired / Replaced: \_\_\_\_\_

\_\_\_\_\_

FINDINGS / OBSERVATIONS: \_\_\_\_\_

\_\_\_\_\_

Inspected by:

**WILFREDO B. CAÑETE WILSON M. OZARAGA**  
I n s p e c t i o n   O f f i c e r s

Approved:

**MYRNA T. REGIDOR**  
Chief, SGOD

**POST - REPAIR INSPECTION REPORT**

Job Order No. : \_\_\_\_\_ Amount : \_\_\_\_\_ Invoice No. : \_\_\_\_\_ Amount : \_\_\_\_\_

Findings/Comments: \_\_\_\_\_

\_\_\_\_\_

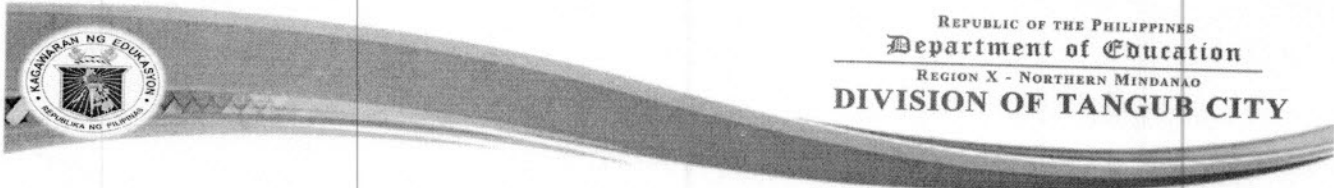
Inspected by:

**WILFREDO B. CAÑETE WILSON M. OZARAGA**  
I n s p e c t i o n   O f f i c e r s

Date: \_\_\_\_\_

Approved:

**MYRNA T. REGIDOR**  
Chief, SGOD



**MAINTENANCE REQUEST & WORK ORDER**

School/ Office/ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

**WORK REQUESTED (JOB DESCRIPTION)**

A	_____
B	_____
C	_____
D	_____
E	_____
F	_____
	_____
	_____

ASSIGNED TO:  
(Servicing Unit/Entity): \_\_\_\_\_

**CHARGE TO : MOOE Fund**

REQUESTED BY:  
  
\_\_\_\_\_  
School Property Custodian

RECOMMENDING APPROVAL:  
  
\_\_\_\_\_  
School Facilities Coordinator

APPROVED BY:  
  
\_\_\_\_\_  
School Head/Principal/ TIC