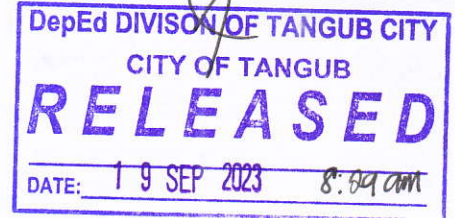




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



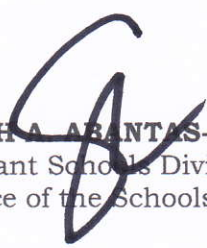
September 19, 2023

**DIVISION MEMORANDUM**  
No. 307, s. 2023

**UTILIZATION OF OSDS FORMS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District In-Charge  
All Others Concerned  
This Division

1. In order to expedite the daily transactions in the respective units, this Office requires the utilization of the OSDS Form A (Guest Slip) to ensure smooth processing without being hindered by the number of clients.
2. Further, this Office also informs all program holders/concerned to utilize the following OSDS Forms;
  - a. OSDS Form B-1 (SEF Status Report)
  - b. OSDS Form B-2 (DepEd Funds Status Report)
  - c. OSDS Form C (Liquidation Accountability Form)
3. Program holders shall submit in this Office the Weekly Status Report every Monday.
4. Immediate and strict compliance of this Memorandum is desired.

  
**SHAMBAEH A. ABANTUS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

SAAU/GCB/09-19-2023  
To be indicated in the Perpetual Index  
under the following subjects:  
Monitoring



**Address:** Anecito Siete St. Mantic, Tangub City  
**Telephone:** (088) 530 - 5988



Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

OSDS Form A

**GUEST SLIP**

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

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**School/Agency/Office** \_\_\_\_\_ **District:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Cell No.:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Facebook Acct.:** \_\_\_\_\_

Purpose:	Reason/Details

(Note: Please use the back page if necessary for Purpose and Reason/Details)

\_\_\_\_\_  
 Signature over Printed Name

----- **ACTION TAKEN** -----

**Date:**

**Thru:**

SMS       FB       EMAIL       FACE TO FACE

SAAU/GCB/09-14-2023



**Address:** Anecito Siete St. Mantic, Tangub City  
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF TANGUB CITY

OSDS Form B-1

**SEF STATUS REPORT**

RE: \_\_\_\_\_ W/ \_\_\_\_\_ SEF ALLOCATION

Date	Action Taken	Status of Fund Utilization (Actual Amount As of Date)
Sept. 18, 2023		
Sept. 25, 2023		
Oct. 02, 2023		
Oct. 09, 2023		
Oct. 16, 2023		
Oct. 23, 2023		
Oct. 30, 2023		
Nov. 06, 2023		
Nov. 06, 2023		

(Signature Over Printed)  
Program Holder

(Signature Over Printed)  
Chief Education Supervisor, SGOD

Address: Anecito Siete St., Mantic, Tangub City  
Telephone No: (088) 530 - 5988





Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF TANGUB CITY

OSDS Form B-2

**DEPED FUNDS STATUS REPORT**

RE: \_\_\_\_\_ W/ \_\_\_\_\_ SEF ALLOCATION

Date	Action Taken	Status of Fund Utilization (Actual Amount As of Date)
Sept. 18, 2023		
Sept. 25, 2023		
Oct. 02, 2023		
Oct. 09, 2023		
Oct. 16, 2023		
Oct. 23, 2023		
Oct. 30, 2023		
Nov. 06, 2023		
Nov. 06, 2023		

(Signature Over Printed)  
Program Holder

(Signature Over Printed)  
Chief Education Supervisor, SGOD

Address: Anecito Siete St., Mantic, Tangub City  
Telephone No: (088) 530 - 5988





Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

OSDS Form C

**LIQUIDATION ACCOUNTABILITY FORM**

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

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

Responsible Division/Unit: \_\_\_\_\_

**Title** : \_\_\_\_\_  
**Duration** : \_\_\_\_\_  
**Schedule** : \_\_\_\_\_  
**Venue** : \_\_\_\_\_  
**Target Group** : \_\_\_\_\_  
**Cost/Budget** : \_\_\_\_\_  
**Source of Funds** : \_\_\_\_\_  
**Date of Allotment Validity:** \_\_\_\_\_

Accountable Person:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

Noted:

\_\_\_\_\_  
Signature over Printed Name  
Immediate Head

\_\_\_\_\_  
Date

Reminders:

- Procurement charged to SEF shall follow the rules and procedures under RA No. 9184 (Government Procurement Reform Act), its IRR and Government Procurement Policy Board Guidelines (6.3 of DEPED and DBM Joint Circular No. 1, s. 2017)
- Submit Weekly Status Report
- Observe RA 9184 Timelines
- Liquidate immediately, preferably 5 days after conduct of the said activity. (Refer to Accounting Unit on the liquidation requirements)

SAAU/GCB/09-14-2023



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