



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF TUGUEGARAO CITY

September 6, 2022

DIVISION MEMORANDUM

No: 184 s, 2022

MONTHLY CHECKING/MONITORING OF REPORTS ON CASH BOOKS, BANK RECONCILIATIONS, FINANCIAL DOCUMENTS AND REPORTS OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS (RAAFs) OF ALL FUNDS

TO: Assistant Schools Division Superintendent
 School Heads, Elementary and Secondary
 Administrative Assistants (Non-Implementing Units)
 All others concerned

1. In its responsibility to maintain an accurate and updated book of accounts, the Accounting Section of this Division reiterates to all field ADASs of non-implementing units the importance of maintaining **subsidiary ledgers, recording of all financial transactions in cash books, preparation of monthly bank reconciliation statements, and preparation of monthly reports of accountability for accountable forms (RAAF)** of all school funds.
2. This activity will not only result into efficient utilization of all funds but will also resolve financial discrepancies and misstatements.
3. In view of this, all field ADASs are requested to comply with item number 1.
4. Field ADASs are likewise required to submit their August 30, 2022 reports on or before September 15, 2022.
5. Please contact Ms. Ronely A. Ruiz at mobile number: 09062474989 and Cherry-Pie B. Tierro at mobile no: 09157611016 for additional information.
6. For information, guidance, and strict compliance.



REYNANTE Z. CALIGUIRAN
 Schools Division Superintendent
 Office of the Schools Division Superintendent

Encl: none
 Reference: none
 To be indicated in the perpetual index
 Under the following subjects:
PERSONNEL TRAINING

OSDS/mac/asl



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