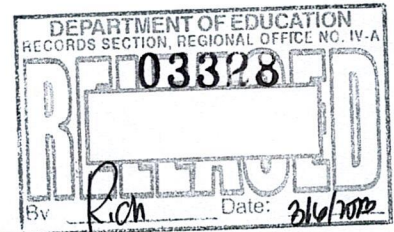




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



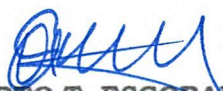
03 March 2023

Regional Memorandum
No. 126 s. 2023

SUBMISSION OF FUND TRANSFER DOCUMENTS

To **Schools Division Superintendents**
Schools Principals/School Heads
SDO Accountants/Cashiers
Schools Senior Bookkeepers/Disbursing Officers II

1. With reference to COA Circular No. 2009-006 dated September 15, 2009, stated in Section 7.2.1(a), the Chief Accountant and other authorized officials performing accounting and/or bookkeeping functions of the audited agency shall ensure that the reports and supporting documents submitted by the accountable officer are immediately recorded in the books of accounts and submit to the auditor within the first ten (10) days of the ensuing month.
2. To comply with the submission of accurate, complete, and timely financial reports, all Schools Division Offices (SDOs) and Implementing Units (IUs) transferring funds to LBP Acct. No. 0492-1030-47 for personnel salaries and benefits shall **submit complete fund transfer documents in two collated copies to Accounting Section, Finance Division.**
3. Please be informed on the following information:
 - a. fund transfer documents include the following, but not limited to, eMDS (Inquire Issued Check Details) or deposit slips and disbursement vouchers; and
 - b. upon the successful transaction with the bank, IUs will submit the fund transfer documents to their respective SDO, who will submit the compiled documents to the Regional Office.
4. Deadline of submission is strictly every **5th of the following month.** If the date falls on a holiday or a weekday, the deadline is extended to the next working day.
5. For inquiries, please contact Ms. Evan Lynn-Dell C. Masing, Administrative Assistant V, Accounting Section through evan.masing@deped.gov.ph.
6. Immediate and wide dissemination of this Regional Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROFin15



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