

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



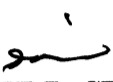
Office of the City Schools Division Superintendent

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Email address: [depeddigos7@gmail.com](mailto:depeddigos7@gmail.com)

Division Memorandum No. 548, s. 2016

TO: PUBLIC SCHOOLS DIVISION SUPERVISORS  
SCHOOL HEADS


FROM:   
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent

SUBJECT: REQUEST FOR CASH ADVANCE ATTACHMENTS

DATE: SEPTEMBER 26, 2016

- To address the problems regarding the Request for Cash Advance, school heads are requested to complete the documentary attachments before submitting to the Records Office, to wit:
  - 3 copies of Request for Cash Advance (2 for accounting, 1 for school file)
  - 2 copies of Letter of Request with the initial of the Accountant III (only for two months request)
  - 1 copy of Abstract of Quotation
  - 1 copy of Purchase Request
  - 1 copy of Agency Procurement Request
  - 1 copy of Program of Works (if with repairs)
- Signatories that are in the Division Office shall be handled by the Records Office.
- For your information and compliance.

DepEd Schools Division of Digos

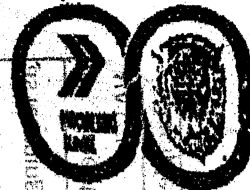
**RELEASED**  
4358  
Date: SEP 27 2016 Time: 10:00  
By: 



Republic of the Philippines  
Department of Budget and Management

**PROCUREMENT SERVICE**

RR Road, Cristobal Street, Pasig, Manila, Philippines 1407  
Trunk line: 688-7750 Direct line: 688-9353 688-9356



17 August 2016

**MEMORANDUM**

FOR : DIR. GARY R. MARTEL  
Regional Director, DBM Regional Office XI

FROM : THE OIC DIRECTOR, OPERATIONS GROUP  
Procurement Service - PhilGEPS

SUBJECT : ISSUANCE OF PRICE QUOTATION

DepEd Schools Division of Digos  
**RECEIVED** 8352  
Date: **SEP 06 2016** Time: 2:11 PM  
By: *[Signature]*

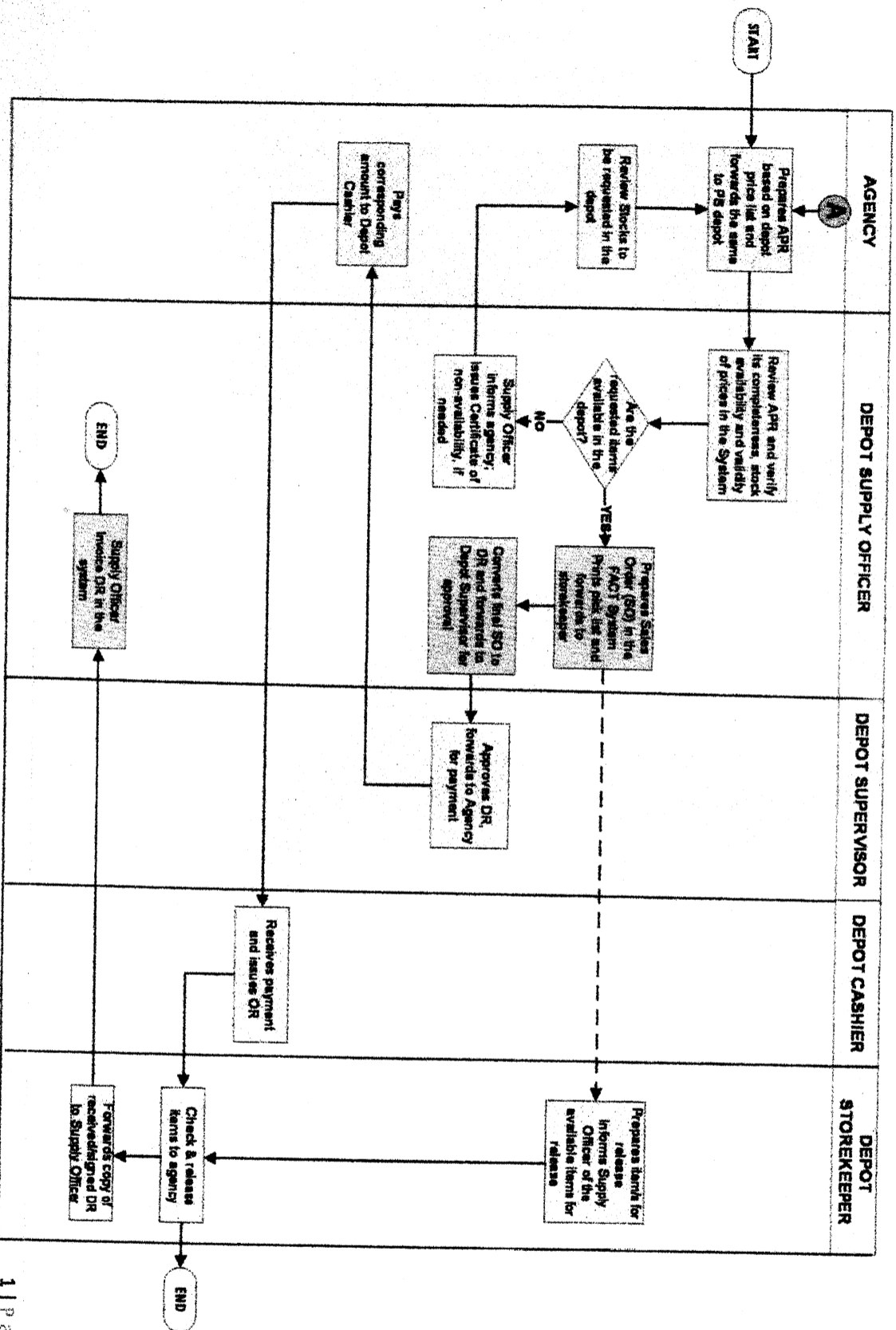
- 1.0 This refers to the concluded installation of FACT System to PS Depot Davao City last August 08 - 12, 2016.
- 2.0 One of the issues raised was the issuance of quotation for the APRs submitted by agencies. In this regard, may we request to refrain from such practice and follow the approved process of ordering common use items using the FACT System per our Depot Operations Manual Annex A (attached). This will streamline our process and eliminates tedious preparation of the quotation.
- 3.0 In connection, the "No Reservation" Policy is also directed in effect of the non-issuance of quotation policy.
- 4.0 For information and guidance, please.
- 5.0 Thank you.

*[Signature]*  
**FLERIDA G. ARIAS**

Quality  
Efficiency  
Cost-Effectiveness  
Customer Satisfaction



## A. Ordering of Common Use Items using FACT System



9.4.1.3. School Bookkeepers/Disbursing Officers shall report to the Division Office or to the designated District Office to cater a cluster of schools for two (2) days after the submission of the liquidation reports by the School head every 10<sup>th</sup> day of the month.

#### 9.5. Posting of All Financial Transactions in the Transparency Board

9.5.1. School heads shall post all financial transactions in a transparency board displayed in a conspicuous place for everyone to see within ten (10) days after the submission of the liquidation reports. The template of transparency board is shown as Annex 6 of this manual.

### Chapter V. Granting of Cash Advances

#### **Section 10. Bonding Requirements**

10.1. The School Head/Special Disbursing Officer shall be bonded if the amount of cash advance is not less than Five Thousand Pesos (P5,000.00)

10.2. The School Head as the designate "Special Disbursing Officer shall prepare a "Request for Cash Advance". The cash advance shall contain the following information:

10.2.1. the purpose for which the cash advance will be used with particular reference to the part of the school's approved Annual Implementation Plan where the use of cash advance will contribute:

10.2.2. the items of expenditures and amount; and

10.2.3. the proposed period of use of said cash advance

10.3. If the School Head is already bonded, he shall attach to the request a copy of the fidelity bond certificate

#### **Section 11. Requirements**

11.1. Attached Fidelity Bond of School Head

11.2. Liquidation Reports/Cash disbursement Registry

11.3. Purchase Order for the succeeding month

#### **Section 12. Guidelines**

12.1. No additional cash advances shall be allowed unless the previous cash advance given to school head has been liquidated.

12.2. "Transfer" of cash advance from school head to a teacher shall not be allowed.

12.3. The cash advance shall be used solely for the specific legal purpose for which it was granted. Under no circumstances shall it be used for liquidation of the previous cash advance.

13.7. Administrative proceedings shall be conducted by the Regional Office following the procedures, of the Revised Rules on Administrative Cases in the Civil Service, to wit:

- 13.7.1. Rule 4: Preliminary Investigation
- 13.7.2. Rule 5: Formal Charge
- 13.7.3. Rule 6: Answer
- 13.7.4. Rule 7: Preventive Suspension
- 13.7.5. Rule 8: Formal Investigation

13.8. The Disciplining Authority shall decide the case within thirty (30) days from receipt of the formal investigation report.

13.9. If found guilty, the herein administrative sanction shall be imposed:

13.9.1. *Suspension from the Service* as per Rule V, section 8 of CSC Memorandum Circular No. 12, s. 2012, strengthened by a joint anti-corruption plan called the Solana Covenant in 2004 among Civil Service Commission (CSC), Commission on Audit (COA) and Office of the Ombudsman, which states that:

13.9.1.1. " The failure of an Accountable Officer to render and account in full within the periods prescribed and after formal demand shall constitute the administrative offense of **Gross Neglect of Duty** punishable by dismissal from the service for the first offense. Full liquidation/ settlement/payment of the subject cash advance outside the given periods shall constitute the offense of Simple Neglect of Duty punishable by Suspension from the Service for one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense."

## Chapter VII. Final Provisions

### **Section 14. Amendment**

14.1. The Division Offices can initiate their own internal control mechanism, provided that the basic provisions in this Manual are not changed or modified.

14.1. As the need arises, this Operations Manual may be amended by majority of the Schools Division Superintendents and approved by the Regional Director.

### **Section 15. Effectivity**

15.1. This Operations Manual shall be used by all elementary and secondary non-Implementing Unit (IU) schools in Region XI and shall take effect immediately.