



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City

DEPARTMENT OF EDUCATION  
 DIVISION OF ZAMBOANGA DEL NORTE  
**DepED**  
 DEPARTMENT OF EDUCATION  
**DEL NORTE**

22 MAR 2016

BY: \_\_\_\_\_  
 NAME/SIGNATURE

DATE: \_\_\_\_\_

Division Memorandum No. 104 series of 2016

**TO: Senior Bookkeepers and Disbursing Officers  
 All Implementing Units (Secondary Schools)  
 This division**

**FROM: NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

**SUBJECT: SUBMISSION OF MONTHLY REPORT OF DISBURSEMENT, REPORT  
 OF CHECKS ISSUED, REPORT OF COLLECTION AND DEPOSIT,  
 CHECK DISBURSEMENT RECORD, LDDAP-ADA, PROOFLIST,  
 REPORT ON MOOE DOWNLOADING FOR CY 2015**

**DATE : MARCH 21, 2016**

As per Republic Act 9155, this Office is mandated to “monitor the utilization of funds provided by the national government and the local government units to the schools and learning centers.” This is to keep track of expenditures and compliance with the said law.

In connection with this, all Senior Bookkeepers and Disbursing Officers are hereby required to submit to this office certified true copies of the following documents, to wit:

1. Monthly Report of Disbursements (MRD)
2. Report on Checks Issued (RCI)
3. Report on Collection and Deposit (RCD)
4. Check Disbursement Record (CDR)
5. LDDAP-ADA
6. Prooflist (if there's any)
7. Report on MOOE Downloading (Annexes)

This is to apprise this office of your respective fund utilization.

Immediate dissemination and strict compliance with this memorandum is directed.

Copy furnished:

All Concerned



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