



Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

RECORDS SECTION  
 DepED, Division of Zambo. Norte  
 APR 12 No. 2021  
 Date: \_\_\_\_\_ By: \_\_\_\_\_  
 RELEASED

Division Memorandum  
 No. 127 s. 2021

TO : **District/ School Bookkeeper**  
 All Others Concerned

FROM : **MA. LIZA R. TABILON Ed.D CESO V**  
 Schools Division Superintendent

SUBJECT : SUBMISSION OF SUBSIDIARY LEDGER FOR MONITORING PURPOSE

DATE : April 12, 2021

- The subsidiary ledger as prepared and updated by the district or school book keepers, is material in tracking the extent of school's compliance to liquidation requirement within a defined period for every downloading cycle. Said document provides helpful information to the division and district monitoring teams, to track progress and to determine the schools needing dire technical assistance. To this effect, this Office hereby directs the district or school book keepers, as the case may be, to carry out the subject, to wit:

Concerned Personnel	Specific Task	Timeline
District Book keeper	Submit a copy of the Quarterly Updated Subsidiary Ledger (SL) to the SGOD thru <i>monitoringzn@gmail.com</i>	<b>April 15</b> - 1st Quarter of FY <b>July 15</b> - 2 <sup>nd</sup> Quarter <b>October 15</b> - 3 <sup>rd</sup> Quarter <b>December 30</b> - 4 <sup>th</sup> Quarter

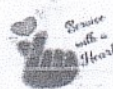
- This obligation is apart from, and without prejudice to the SL submission timelines as required by the Office of the Division Accountant.
- It is imperative that the SGOD thru SMM&E Unit should utilize the submitted SLs as basis for the crafting and implementation of monthly monitoring plan, provision of technical assistance, and in the validation of utilized MOOE in schools.
- For information and compliance.

SGOD-SMM&E/wh-Memo on SL submission/04122021

N-avigating  
 O-pportunities to  
 R-eengineer for  
 T-ransformation &  
 E-mpowerment



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 with a  
 Sense of Urgency"