



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



March 7, 2025

Division Memorandum

No. _____ s. 2025

103-087

**DUTIES AND RESPONSIBILITIES OF SENIOR BOOKKEEPER/ BOOKKEEPER
/DISBURSING OFFICER-BOOKKEEPER DESIGNATE IN PREPARING SCHOOL
MOOE CASH ADVANCES, LIQUIDATIONS AND REIMBURSEMENT.**

To: Assistant Schools Division Superintendent
School Heads- Elementary and Secondary
Senior Bookkeepers
Bookkeepers
Disbursing Officers
This Division

1. For the information and guidance of all concerned, the Department of Education – Schools Division of Siargao would like to reiterate the Duties and responsibilities of Senior Bookkeeper/ Bookkeeper/Disbursing Officer-Bookkeeper Designate in preparing school MOOE's cash Advances, liquidations and reimbursement as per KRA as follows:
 - a. For Cash Advances, Bookkeepers only assist the school heads in the preparation of Cash advances and facilitate the preparation of Journal Entry Voucher and Disbursement Voucher.
 - b. In Liquidation, Bookkeepers only received and checked the completeness and accuracy of documents from the school heads and facilitate the preparation of Journal Entry Voucher and the transmittal of documents to COA.
 - c. For Travel Reimbursement, bookkeepers will check and verify the attachment of travel documents and facilitate the preparation of Journal Entry Voucher and Disbursement Voucher.
2. Other necessary tasks should be facilitated by the School Heads and other concerned staff to maintain check and balance.
3. Immediate wide dissemination of this memorandum is hereby directed.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

Ref: None

Incls: None

To be indicated in the perpetual index under the following subjects:

CashAdvance Liquidation Reimbursement Accounting

MOSulapas/ ACCOUNTANT

MDMalacura/ SB



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