



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



DIVISION MEMORANDUM

No. 06-180 s. 2026

To: All Public Schools District Supervisor
Secondary School Heads
Administrative Assistant (ADAS)/Bookkeepers
Disbursing Officers/Administrative Officers
All Concerned

MANDATORY MONTHLY SUBMISSION OF DETAILED ADAs AND CHECK
DISBURSEMENT REPORTS FOR CONSOLIDATION

1. In compliance with **COA-DBM-DepEd Joint Circular No. 2019-1**, all **Implementing Units** are directed to strictly monitor, liquidate, and submit accurate financial and disbursement records. This ensures timely consolidation of reports at the Division Office and adherence to auditing standards.
2. All IUs and assigned ADAS/Bookkeepers must submit the following comprehensive documents on a monthly basis:
 - a. Monthly Report of Disbursement (FAR 4), Annex 2-1 and Financial Statements
 - b. Detailed ADA and Check Disbursement Report (Generated from EFRS)
3. To avoid delays in the Division-wide consolidated reporting, please observe the following:
 - a. Deadline: Submission must be made on or before the 3rd day of the month following the covered period. If the 3rd day falls on a weekend or a holiday, the deadline is adjusted to the next immediate working day.
 - b. Format: Reports must be printed on a4-size paper using standard formatting, properly certified by the designated Bookkeepers. Electronic copies in Excel format along with PDFs must be emailed to maricris.sulapas@deped.gov.ph and/or maricel.malacura@deped.gov.ph prior to dropping off the hard copies.
4. Timely submission is a critical component of the performance evaluation of accountable officers.
5. Failure to comply with the mandated deadline will result in the inclusion of the IU/School in the Delinquent Submission Report. Continued non-compliance may prompt an administrative review.



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6. For concerns, clarifications or technical assistance regarding the preparation of the CDR and ADAs, the Accounting Unit are open during regular office hours.
7. Immediate dissemination of this memorandum is directed.

MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: None

Reference/s: None

To be indicated in Perpetual Index under the following subjects

ACCOUNTING

DISBURSEMENT

OSDS/mos
06/16/2026

DIVISION MEMORANDUM



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