



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Aug 26, 2025

OFFICE MEMORANDUM

No. **009**, s. 2025

SUBMISSION TIMELINE OF DOCUMENTARY REQUIREMENTS FOR OBLIGATION AND DISBURSEMENT OF THE CONDUCTED PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) BUDGETED THIS CY 2025

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
All Unit Heads
All Others Concerned

1. To ensure proper documentation and timely processing of Obligation Request Status (ORS) and Disbursement Voucher (DV) of conducted Programs, Projects, and Activities (PPAs) funded under the CY 2025 budget, all program owners or focal persons in the Division Office are hereby required to submit the supporting documents within **fifteen (15) calendar days** from the date of activity implementation.
2. The required documents include:
 - Approved Program or Budgetary Proposal ;
 - Memorandum or Communication related to the activity ;
 - Signed Attendance Sheets of Participants/Attendees for training programs ;
 - Required procurement documents and Inspection and Acceptance Report or Completion Report whichever is applicable provided by Division BAC and Supply Office respectively.
3. It is emphasized that each program owner is responsible to monitor and ensure the timely and complete submission of the aforementioned documents for the settlement of all payables related to the proposed and conducted training or activity.
4. Program owner is also expected to facilitate the full utilization of the budget allocation received, to propose additional or related PPAs to fully utilize any savings if applicable.
5. In support of this, the Finance Unit through the Budget Office will conduct and submit monthly monitoring report to the Division Executive Committee of the status of both planned/programmed and implemented PPAs to ensure alignment with approved budgets and timelines. The monitoring report will serve as a basis for assessing program performance and identifying areas for improvement.
6. The implementation of this Memorandum shall be carried out in a manner that upholds the principles of equity and inclusivity. No individual shall be subjected to discrimination on the basis of age, school affiliation, gender, civil status, disability, religion, or any other personal circumstance that run counter to the principles of equal opportunity.
7. Immediate and widest dissemination of this Memorandum is hereby enjoined to ensure awareness and compliance of all concerned.

DANNIE CLARK M. UGUIL, CESE
OIC- Schools Division Superintendent



Encl: N/A

Reference: N/A

To be indicated in the Perpetual Index
under the following subjects:
office memo

Accounting 8/26/2025



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