



Republic of the Philippines  
**Department of Education**  
REGION III  
**BATAAN HIGH SCHOOL FOR THE ARTS**

**SCHOOL MEMORANDUM**

No. 018, s. 2025

JAN 26 2025

**FY 2025 TIMELINES AND DOCUMENTARY REQUIREMENTS FOR  
SUBMISSION TO THE ACCOUNTING OFFICE FOR CASH ADVANCE,  
LIQUIDATION, AND DIRECT PAYMENT**

To: Chief Administrative Officers  
Chief Education Program Supervisors  
All School Office Personnel  
All Others Concerned

1. This Office informs all concerned units of the timeline and documentary requirements for the submission of cash advance, liquidation, and direct payment documents to the accounting office.
2. The objectives of this Memorandum are the following:
  - a. To provide the finance team adequate time to review submitted documents;
  - b. To prepare necessary supporting paper as required by the Commission on Audit (COA); and
  - c. To meet the deadlines set by the Schools Division Office
3. Attached herewith are the Timeline (Enclosure 1) and Documentary requirements (Enclosure 2) as reference.
4. Failure to submit the requirements may result to exclusion from the cash advance and could negatively impact subsequent deadlines.
5. For information, guidance, and strict compliance.

**MIA ARIANA P. TANCIONGCO, PhD**

Director III  
School Director

Encl.:  
Reference:  
To be indicated in the Perpetual Index  
Under the following subjects

MEMORANDUM

FD01/ FD04 January 22, 2025



*"Bayan ng Bayani, Bayani ng Sining"*

✉ Brgy. Ibaba, Bagac, Bataan

☎ (047) 244-6321 / 0918-965-5281

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**Enclosure 1**

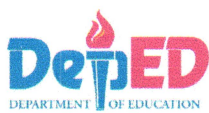
**Timeline of Submission**

	Submission of Documents to be included in Cash Advance to Finance Office	Submission of Documents for Liquidation to Finance Office*	Submission of Documents for processing of Direct Payment**	Preparation of Enclosures and Schedules*
January				
February		February 17, 2025	February 05, 2025	February 20, 2025
March	February 10, 2025	March 17, 2025	March 05, 2025	March 20, 2025
April	March 12, 2025	April 16, 2025	April 04, 2025	April 21, 2025
May	April 09, 2025	May 19, 2025	May 04, 2025	May 21, 2025
June	May 12, 2025	June 16, 2025	June 04, 2025	June 19, 2025
July	June 10, 2025	July 16, 2025	July 04, 2025	July 21, 2025
August	July 11, 2025	August 18, 2025	August 01, 2025	August 20, 2025
September	August 11, 2025	September 15, 2025	September 05, 2025	September 18, 2025
October	September 11, 2025	October 16, 2025	October 03, 2025	October 21, 2025
November	October 13, 2025	November 17, 2025	November 05, 2025	November 20, 2025
December	November 10, 2025	December 15, 2025	December 05, 2025	December 18, 2025

\*For activities after the above-mentioned dates, the deadline will be the next working day after the event.

\*\*Alternatively, on the day the bill is received from the utility company.

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**Enclosure 2**

**Documentary Requirements**

	Office Responsible	Number of copies for submission along the Cash Advance timeline	Number of copies for submission along Liquidation timeline	Number of copies for submission along Direct Payment timeline
<b>PROCUREMENT OF GOODS</b>				
Approved Annual Procurement Plan (APP) or Supplemental APP	BAC & Secretariat	4		
Approved Agency Procurement Request (for DBM supplies)*	General Services	4		
Price Quotation and Stock Availability Certification General Services*	General Services	4		
Certification from Procurement that there are no available supplies for APR*	General Services	4		
Approved Purchase Request	General Services	4		
Philgeps Posting*	BAC & Secretariat	4		
BAC Resolution*	BAC & Secretariat		2	
Notice of Award*	BAC & Secretariat		2	
Sales Invoice or Official Receipt (Original)	Cash Unit		2	
Quotation (from 3 Suppliers)	BAC & Secretariat	2		
Summary of Canvass	BAC & Secretariat	2		
Tax Clearance	BAC & Secretariat	2		
COA-stamped-received Approved Purchase Order	General Services		2	
Inspection and Acceptance Report	General Services		2	
Delivery / Acknowledgement Receipt	General Services		2	
Inventory Report	General Services	2	2	
Inventory Custodian Slip*	General Services		2	
Property Acknowledgement Receipt (PAR), for equipment*	General Services		2	
Warranty Security (expendable - minimum 3 months, semi-/non-expendable - minimum 1 year)*	BAC & Secretariat		2	
<b>PROGRAM OF WORKS</b>				
Philgeps Posting*	BAC & Secretariat	4		
Notice of Award*	BAC & Secretariat		2	
Approved Program of Work	General Services	4		
Diagram / Project Plan	General Services	4		
Repair History	General Services	4		
Sales Invoice or Official Receipt (Original)	Cash Unit		2	
Pre-Inspection Report	General Services	4		
Before Pictures	General Services	4		
Quotation (from 3 suppliers)	BAC & Secretariat	2		

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Summary of Canvass	BAC & Secretariat	2		
COA-stamped-received Approved Purchase Order	General Services		2	
Inspection and Acceptance	General Services		2	
Approved Payroll of Labor	General Services	2		
Approved Payroll of Labor with signature of Workers	Cash Unit		2	
Pictures after Repair	General Services		2	
Post Inspection Report	General Services		2	
Delivery Receipt	General Services		2	
<b>ELECTRICITY</b>				
Billing Statement (Original)	General Services			2
Official Receipt (Original)	Cash Unit			1
<b>WATER</b>				
Billing Statement (Original)	General Services			2
Official Receipt (Original)	Cash Unit			1
<b>INTERNET</b>				
Billing Statement of Account (Original)	IT Office	4		
Invoice / OR or Machine Validated statement of account (original)	Cash Unit		2	
Certification that all calls or Internet Consumption are official signed by the school head	General Services		2	
<b>COMMUNICATION</b>				
Billing Statement of Account (Original)	Employee	4		
Invoice / OR or Machine Validated statement of account (original)	Employee		2	
Signed Self-Certification that all calls are official	Employee	4		
Approved DTR	Employee		2	
<b>REPAIRS</b>				
Approved Purchase Request	General Services	4		
Repair History	General Services	4		
Job Order	General Services	4		
Sales Invoice or Official Receipt (Original)	Cash Unit		2	
Quotation (from 3 suppliers)	BAC & Secretariat	2		
Summary of Canvass	BAC & Secretariat	2		
COA-stamped-received Approved Purchase Order	General Services		2	
Inspection and Acceptance Report	General Services		2	
Delivery Receipt	General Services		2	
<b>TRAVEL</b>				
Approved Itinerary of Travel	Employee	4		
Approved Certification of Travel Completed	Employee	4		
Certificate of Appearance	Employee	4		
Approved Travel Order	Employee	4		
Letter of Invitation of the host / sponsoring agency / organization*	Employee	4		





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Approved Payroll*	Employee	2		
Approved Payroll signed by respective recipient*	Cash Unit		2	
Official Receipt / Electronic Official Receipts / RER (original)*	Employee	2	2	
Quotation of Plane Fare*	BAC & Secretariat	2	2	
Paper / Electronic Boarding Passes or Company-Certified Passenger Manifest*	Employee	2	2	
<b>TRAINING</b>				
Approved Annual Procurement Plan (APP) or Supplemental APP or PPMP	BAC & Secretariat	4		
Approved Training Design	Activity Proponent	4		
Program of Activities / Training Matrix	Activity Proponent	4		
Division Memoranda	Activity Proponent	4		
Letter of Invitation of the host / sponsoring agency / organization*	Activity Proponent	4		
Approved Travel Order	Activity Proponent	4		
Approved Payroll*	Activity Proponent	2		
Approved Payroll signed by respective recipient*	Cash Unit		2	
Quotation of Plane fare*	Employee	4		
Official Receipt / Electronic Official Receipts / RER (original)*	Activity Proponent		2	
Travel Itinerary*	Activity Proponent		2	
Paper / Electronic Boarding Passes or Company-Certified Passenger Manifest*	Activity Proponent		2	
Certificate of Appearance	Activity Proponent		2	
Signed Accomplishment Report	Activity Proponent		2	
<b>TRAINING (school-initiated)</b>				
Approved Annual Procurement Plan (APP) or Supplemental APP or PPMP	BAC & Secretariat	4		
Approved Training Design	Activity Proponent	4		
Program of Activities / Training Matrix	Activity Proponent	4		
School Memo	Activity Proponent	4		
Approved Travel Order*	Activity Proponent	4		
Signed Attendance	Activity Proponent		2	
Approved Payroll*	Activity Proponent	2		
Approved Payroll signed by respective recipient*	Cash Unit		2	
Philgeps Posting*	BAC & Secretariat	4		
Notice of Award*	BAC & Secretariat		2	
Official Receipt / RER (original)*	Cash Unit		2	
Request for Quotation (3 Suppliers)*	BAC & Secretariat	2		
Summary of Canvass*	BAC & Secretariat	2		
Contract*	BAC & Secretariat		2	
COA-stamped-received Approved Purchase Order*	General Services		2	
Inspection and Acceptance*	General Services		2	
Delivery Receipt*	General Services		2	

*Handwritten signature*



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Quotation of Plane fare*	BAC & Secretariat	2		
Travel Itinerary*	Activity Proponent		2	
Paper / Electronic Boarding Passes or Company-Certified Passenger Manifest*	Activity Proponent		2	
Signed Activity Completion Report	Activity Proponent		2	
<b>RESOURCE PERSON / COORDINATOR / FACILITATOR</b>				
Office Order for their designation with authority to collect honorarium	Activity Proponent	4		
Authority to Conduct the Training/Seminar	Activity Proponent	4		
Program of Activities / Training Matrix	Activity Proponent	4		
Copy of the Letter / Invitation to Guest Resource Speaker / Person (as accepted/conformed)	Activity Proponent	4		
Certification that amount received by the recipient do not exceed the prescribed limit	Finance	4		
Approved Payroll	Activity Proponent	2		
Signed Payroll	Cash Unit		2	
<b>SALARY OF JOB ORDER</b>				
Copy of Notarized Contract	HR	4		
Approved Payroll	HR	2		
Approved Payroll signed by respective recipient	Cash Unit		2	
Approved DTR	HR		2	
Accomplishment Report	JO		2	
<b>TOILETRY ALLOWANCE / P1,500</b>				
Board Resolution	Student affairs	4		
List of Students/ Form 3	Student affairs	4		
Approved Payroll	Student affairs	2		
Approved Payroll signed by respective recipient	Cash Unit		2	
<b>HOUSING ASSISTANCE / P2,500</b>				
Board Resolution	Student affairs	4		
School Memo	Student affairs	4		
List of Students/ Form 3	Student affairs	4		
Approved Payroll	Student affairs	2		
Approved Payroll signed by respective recipient	Cash Unit		2	
<b>*If applicable</b>				

*My Car*