



Republic of the Philippines
Department of Education
CARAGA ADMINISTRATIVE REGION
J. P. Rosales Avenue, Butuan City



January 10, 2018

REGIONAL MEMORANDUM

No. 037, s. 2018



TO: All Schools Division Superintendents
This Region

RESPONSIBILITIES OF THE SCHOOL BOOKKEEPER/FINANCE REPRESENTATIVE OF THE SCHOOLS DIVISION OFFICE IN THE LIQUIDATION OF BERF-SUBSIDIZED RESEARCH INITIATIVES

1. DepEd Order No. 16, s. 2017 underscores the responsibilities of the school bookkeeper/representative of the Accounting Unit in the schools division offices (SDOs) to ensure completeness and fast processing of liquidation of Basic Education Research Fund (BERF)-subsidized researches in schools and in the SDOs.
2. The evaluation of Cost Estimates and Purchase Request of any BERF-subsidized research initiatives have to be reviewed by the school Bookkeeper/Disbursing Officer before submitting the same to the SDO, and the representative of the Accounting Unit as member of the Schools Division Research Committee before submitting the papers to the Regional Office for the release of funds. Consequently, evaluation of liquidation documents has to be done by them before endorsing to the Regional Office to ensure judicious utilization of BER funds and maximize the number of researches to be implemented annually, starting this CY 2018.
3. The following templates are hereby enclosed to guide the bookkeeper/Accounting Unit staff in the liquidation of expenses incurred in the implementation of their research initiatives.
 - Updated Liquidation Report with signatories;
 - BERF Summary of Expenses;
 - Checklist for Liquidation of Cash Advances for travel reimbursement, meals & snacks, and supplies and materials.
4. For information, guidance and compliance.

[Signature]
BEATRIZ G. TORNO, Ph.D., CESO IV
OIC-Regional Director *[Signature]*

Encl.: as stated
Reference: DepEd Order 16, s. 2017
To be indicated in the Perpetual Index under the following subjects:

BOOKKEEPER ACCOUNTING UNIT SCHOOLS SDOs RESEARCHES BERF

LIQUIDATION REPORT

Period Covered _____



DepED-Caraga Regional Office XIII

Agency



Serial No.:
Date:
Responsibility Center:
Code:

Entity Name: _____
Fund Cluster: _____

PARTICULARS

AMOUNT

To liquidate the cash advance of BERF incurred during the conduct of the study entitled " _____ " per attached supporting documents in the amount of

P

TOTAL AMOUNT SPENT —>

P

AMOUNT OF CASH ADVANCE PER OV NO. —>

P

AMOUNT REFUNDED PER O.R. NO. —>

P

AMOUNT TO BE REIMBURSED —>

P

A] Certified: Correctness of the above data.

Researcher

Date: _____

B] Certified: Purpose of Travel /cash advance duly accomplished.

AMELITA P. GIVERTZ, Ph.D.
Chief, PPRD

Date: _____

C] Certified: Supporting Documents. complete and proper.

SAHLY TINA A. DACUT
Accountant III

Date: _____

Checklist for LIQUIDATION OF Cash Advance – BERF

Presenter:

Particulars:

Gross Amount:

Travel Reimbursement

Call-up/Memorandum, *if applicable*

Travel Order

Approved Itinerary of Travel

Certificate of Appearance

Plane Ticket

Boarding Pass

Vessel Ticket

Bus Ticket

Terminal fee Ticket

Official Receipt

RER (*amounting P300.00 above*)

Certification of expenses not requiring receipts (*amounting P300.00 below*)

Travel Report (*if monitoring*)

Certificate Travel Completed

Meals & Snacks

Purchase Request

Quotation

Abstract of Quotation

Statement of Account, *if applicable*

Official Receipts/Sales Invoice

Inspection & Acceptance Report

Attendance Sheet (*indicate date & title of activity*)

Menu

School Memorandum

Supplies & Materials

Purchase Request

Quotation

Abstract of Quotation

Official Receipts/Sales Invoice

Inspection & Acceptance Report

Inventory Custodian Slip (ICS) *from school for semi-expendable materials only*

List of Recipients, *if applicable*

Liquidation Report

Summary of Expenses