



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2021 - 314

TO : **PSDS/DICs**
School Heads
Clustered Bookkeepers
All others concerned

FROM : *mpaulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : *8/2/2021*
CUSTODY OF LIQUIDATION REPORTS DOCUMENTS

DATE : August 2, 2021

Due to the limited storage spaces in the district offices, liquidation report will be prepared in two (2) copies only. The original copy will be submitted to the division office on the specific deadline after thorough checking by the clustered bookkeepers. The second copy will be in the custody of the school head and will be stored in the school.

However, clustered bookkeepers must retain a copy of the Liquidation Report (LR) and Cash Disbursement Register (CDR).

Please be guided accordingly.



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