2407-156

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

July 02, 2024

DIVISION MEMORANDUM
No. 193, s. 2024

SUBMISSION OF 2ND QUARTER REPORT OF SUPPLIES AND MATERIALS ISSUED (RSMI)

To: Public Elementary and Secondary School Heads
All Others Concerned

1. Chapter 8, Section 16 of the Government Accounting Manual (GAM) Volume I illustrate for the Procedures in the Requisition and Issue of Inventory Items.

2. Appendix 64 of GAM Volume II provides the instruction on the proper way of filling up the RSMI form.

3. In view thereof, you are hereby requested to submit the Report of Supplies and Materials Issued (RSMI) for the 2nd Quarter not later than the closing hour of **July 5, 2024** in preparation for the Mid-Year Financial Statements reporting.

4. For your strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
03 JUL 2024
RELEASED
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