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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 471, s.2025

**REITERATION ON THE MONTHLY SUBMISSION OF REPORT OF
ACCOUNTABILITY OF ACCOUNTABLE FORMS**

To: School Heads/ OIC of Public Elementary and Secondary Schools
All others concerned

1. Division Memorandum No. 374, s. 2024, provides mandatory monthly submission of the Report of Accountability of Accountable Forms (RAAF). In the said memorandum, the RAAF must be submitted not later than the 5th day of the following month.
2. Timely submission is essential to ensure accurate monitoring, transparency, and compliance with government accounting and auditing rules and regulations.
3. However, it has been observed that some schools continue to submit their reports beyond the prescribed deadline, causing delays in consolidation and submission of reports at the Division level.
4. In view of this, all concerned school heads are hereby reminded to strictly adhere to the submission schedule. Delays in the submission shall be dealt with administratively.
5. For strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
28 JUL 2025
RELEASED
BY: *[Signature]*



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Republic of the Philippines
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 REGION I
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DIVISION MEMORANDUM
 No. 374 s. 2024

**SUBMISSION OF MONTHLY REPORT OF ACCOUNTABILITY FOR
 ACCOUNTABLE FORM (RAAF)**

To: Public Elementary and Secondary School Heads
 , All Others Concerned

1. Section 17, Chapter 8, Volume 1 of the Government Accounting Manual (GAM) provides the prescribed Records, Forms and Reports of Inventories to be prepared and/or maintained by all government agencies.
2. The Report of Accountability for Accountable Forms (RAAF) is one of the identified reports under section 17. This report shall be prepared by the accountable officer to account on the movement and status of accountable forms in his/her possession.
3. Appendix 67 of GAM Volume II provides instructions on how to complete the RAAF form. Please see attached Annex A for your reference.
4. You are hereby requested to submit the monthly Report of Accountability not later than the 5th day of the following month to the Cash Unit, for consolidation and submission to the Commission on Audit.
5. For your guidance and strict compliance.



VILMA D. EDA, CESO V
 Schools Division Superintendent



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**REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS
(RAAF)**

INSTRUCTIONS

- A. The RAAF is used by each Accountable Officer to report the result of the physical count of all accountable forms, with or without face value such as checks, stamps, official receipts, LDDAP-ADA, etc., in his/her custody. It shall be prepared monthly and by fund cluster.
- B. This report shall be accomplished as follows:
1. **For the Month of _____** – the month covered by the report
 2. **Entity Name** – name of the agency/entity
 3. **Fund Cluster** – fund cluster name/code in accordance with the UACS
 4. **Accountable Forms** – name, number (General Form Number assigned by the National Printing Office or number assigned by the agency/entity) and face value of accountable forms under the custody of the accountable officer.
 5. **Beginning Balance** – quantity of the accountable forms available at the beginning of the month and the inclusive serial numbers
 6. **Receipt** – quantity received by the accountable officer during the month and the inclusive serial numbers
 7. **Issue** – quantity issued by the accountable officer during the month and the inclusive serial numbers
 8. **Ending Balance** – quantity of the accountable forms still in the custody of the Accountable Officer at the end of the month and the inclusive serial numbers
 9. **Certification** – the report shall be certified by the Accountable Officer, as follows:

"I hereby certify that the foregoing is a true statement of all accountable forms received, issued and transferred by me during the period above-stated and that the beginning and ending balances are correct."

*Signature over Printed Name of the
Accountable Officer"*

- C. Accountable forms shall be grouped as follows:
- A. WITH FACE VALUE
 - B. WITHOUT FACE VALUE
- D. This report shall be prepared in two (2) copies and distributed as follows:
- Original* – COA Auditor
Copy 2 – Accountable Officer's file

