



2607-1993

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 582, s.2026

**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 and in accordance with Section 17, Chapter 8, Volume 1 of the Government Accounting Manual (GAM), the monthly submission of the Report of Accountability of Accountable Forms (RAAF) is mandatory. The report shall be submitted not later than the 5th day of the following month through the Cash Unit.
2. Timely submission is essential to ensure accurate monitoring, transparency, proper consolidation and compliance with government accounting and auditing rules and regulations.
3. It has been observed that some schools continue to submit their reports beyond the prescribed deadline, resulting in delays in the consolidation and submission of reports at the Division level.
4. In view of this, all concerned School Heads are hereby directed to strictly adhere with the prescribed submission schedule. Failure to comply shall be dealt with administratively.
5. Immediate dissemination of and strict compliances with this memorandum is directed.

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganity.com



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