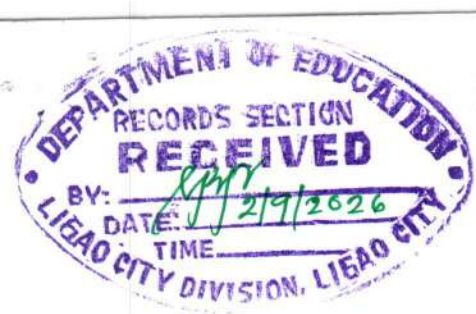




SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

20926100

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors (PSDS)
Elementary and Secondary School Heads
School and Division Finance Personnel
All Others Concerned

FROM : *he* **NYMPHA D. GUEMO**
Schools Division Superintendent

SUBJECT : **UPDATED CHECKLIST OF DOCUMENTARY REQUIREMENTS
FOR SCHOOL MOOE LIQUIDATION**

DATE : February 2, 2026

1. In line with the continuous effort to improve the accuracy and timeliness of liquidation of Regular MOOE and other Special Funds, this Office hereby issues the Updated Checklist of Documentary Requirements to be observed by all schools and concerned personnel.
2. The updated checklist is intended to:
 - a. Standardize the documents to be submitted for liquidation;
 - b. Minimize errors and deficiencies;
 - c. Facilitate faster review and processing; and
 - d. Ensure compliance with COA rules and DepEd policies.
3. The School Head/Accountable Officer shall submit liquidation reports to the Accounting Section on or before the 5th day of the following month for audit and verification, as stipulated in Item H.1.1 of the Manual on Simplified Accounting Guidelines and Procedures for Non-Implementing Units/Schools, Version 2008.
4. Attached is the updated checklist of requirements that must be included in each disbursement. You may also scan the QR code below to access the printable checklists and templates..



Binatagan, Ligao City



(052) 201-2672



ligao.city@deped.gov.ph





Republic of the Philippines
Department of Education
Region V– Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

5. Liquidations with incomplete or non-compliant documents shall be returned to the concerned school for completion.
6. A copy of the bank snapshot/bank statement shall likewise be submitted on the first (1st) working day of the following month for monitoring and reconciliation purposes.
7. The use of these checklists and templates shall be effective starting February 2026.
8. For information, guidance, and strict compliance.



Binatagan, Ligao City



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 Republic of the Philippines
 Department of Education
 Division Office
 SCHOOLS DIVISION OFFICE OF LILOAN CITY

MOOE CHECKLIST

TRAINING EXPENSE (5020201000)

Registration Fee - Attendance to training

☐ Disbursement Voucher

☐ Photocopy of Check/s

☐ Approved Travel Order

☐ Memorandum (chargeable to school mooe)

☐ Official Receipt (OR)

☐ Deposit Slip

☐ Complete

☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office
 SCHOOLS DIVISION OFFICE OF LILOAN CITY

MOOE CHECKLIST

ELECTRICITY EXPENSES (5020402000)

☐ Disbursement Voucher

☐ BIR Form 2307

☐ Photocopy of Check/s

☐ Statement of Account / Billing Statement

☐ Invoice / Official Receipt

☐ Complete

☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office
 SCHOOLS DIVISION OFFICE OF LILOAN CITY

MOOE CHECKLIST

TRAVEL EXPENSES (5020101000)

DepEd Personnel

☐ Disbursement Voucher

☐ Photocopy of Check/s

☐ Approved Itinerary of Travel (Appendix 45)

☐ Memorandum (chargeable to school mooe)

☐ Approved Travel Order

☐ Certificate of Travel Completed (Appendix 47)

☐ Certificate of Appearance/Attendance/Participation

☐ Paper/Electronic plane/Flight ticket

☐ Boat or Bus Tickets

☐ Boarding Pass

☐ Terminal Fees

☐ Official Receipt (OR)

☐ Reimbursement Expense Receipt (RER) - for expenses amounting to more than Php 300 but not exceeding Php 1,000

☐ Certification of Expenses not Requiring Receipts (CENRR) - expenses amounting to Php 300 or less

☐ Documentation/Pictures

☐ Complete

☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office
 SCHOOLS DIVISION OFFICE OF LILOAN CITY

MOOE CHECKLIST

TRAVEL EXPENSES (5020101000)

With Students

☐ Disbursement Voucher

☐ Photocopy of Check/s

☐ Approved Itinerary of Travel (with signature of students) - Appendix 45

☐ List of students/participants (if not identified in the memo)

☐ Memorandum (chargeable to school mooe)

☐ Approved Travel Order

☐ Certificate of Travel Completed (Appendix 47)

☐ Certificate of Appearance/Attendance/Participation

☐ Paper/Electronic plane/Flight ticket

☐ Boat or Bus Tickets

☐ Boarding Pass

☐ Terminal Fees

☐ Official Receipt (OR)

☐ Documentation/Picture

☐ Complete

☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Mindanao
 SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

WATER EXPENSES (5020401000)

☐ Disbursement Voucher
☐ BIR Form 2307
☐ Photocopy of Check/s
☐ Statement of Account / Billing Statement
☐ Invoice / Official Receipt

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Mindanao
 SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

INTERNET SUBSCRIPTION EXPENSE (5020503000)

WIFI /Postpaid

☐ Disbursement Voucher
☐ BIR Form 2307
☐ Photocopy of Check/s
☐ Statement of Account / Billing Statement
☐ Invoice / Official Receipt

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Mindanao
 SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

ELECTRICITY EXPENSES (5020402000)

☐ Disbursement Voucher
☐ BIR Form 2307
☐ Photocopy of Check/s
☐ Statement of Account / Billing Statement
☐ Invoice / Official Receipt

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Mindanao
 SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

MOBILE EXPENSES (5020502001)

Reimbursement of Mobile Load

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ Statement of Account (SOA) / Bill
☐ Invoice / Official Receipt or machine validated statement of account
☐ Certification that indicates the actual number of days of work performance in a month and affirms that the expenses incurred were official in nature and necessary in the performance of duties and responsibilities
☐ Duly Signed Daily Time Record (DTR)

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Maximum Monthly Provision for School Head is Php 1,000 prorated based on the actual # of days of work performance
Ref: DepEd Order No. 36 s. 2025 dated December 23, 2026


 Republic of the Philippines
 Department of Education
 Region V - Liloan
SCHOOLS DIVISION OFFICE OF LILAO CITY

MOOE CHECKLIST

MOBILE EXPENSES (5020502001)

Reimbursement of Mobile Load for School Personnel

- ☐ Disbursement Voucher
- ☐ Photocopy of Check/s
- ☐ School Memo
- ☐ Statement of Account (SOA) / Bill
- ☐ Invoice / Official Receipt or machine validated statement of account
- ☐ Certification that indicates the actual number of days of work performance in a month and affirms that the expenses incurred were official in nature and necessary in the performance of duties and responsibilities
- ☐ Duly Signed Daily Time Record (DTR)

Note: Maximum monthly provision for school staff, as authorized by the School Head not to exceed Php 300.00
Ref: Deped Order No. 36 s. 2025 dated December 23, 2025

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Liloan
SCHOOLS DIVISION OFFICE OF LILAO CITY

MOOE CHECKLIST

JANITORIAL EXPENSES (5021202000)

Utility Worker

- ☐ Disbursement Voucher
- ☐ Photocopy of Check/s
- ☐ Job Order Contract
- ☐ Form 48 (DTR) - signed by the school head
- ☐ Accomplishment Report

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Liloan
SCHOOLS DIVISION OFFICE OF LILAO CITY

MOOE CHECKLIST

SECURITY SERVICES (5021203000)

Watchman

- ☐ Disbursement Voucher
- ☐ Photocopy of Check/s
- ☐ Job Order Contract
- ☐ Form 48 (DTR) - signed by the school head
- ☐ Accomplishment Report

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Region V - Liloan
SCHOOLS DIVISION OFFICE OF LILAO CITY

MOOE CHECKLIST

FIDELITY BOND EXPENSE (5021502000)

FIDELITY BOND

- ☐ Disbursement Voucher
- ☐ List of Accountable Officer
- ☐ General Form No. 57 (A) / Fidelity Bond Application Form
- ☐ Authority to Accept Payment (ATAP)
- ☐ Official Receipt / Deposit Slip
- ☐ Confirmation Letter
- ☐ Designation Order
- ☐ Special Order (in case of Increase of max cash accountability)

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office of Ligan City
SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

TRANSPORTATION AND DEL. EXPENSE (5029904000)

Hauling/Delivery of LAS/Modules

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ OR/ CENRR/ RER / Acknowledgement Receipt
☐ Pictures of Logbook/Appearance per pick up point
☐ Memorandum

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office of Ligan City
SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

TRANSPORTATION AND DELIVERY EXPENSE (5029904000)

Hauling/Delivery of Supplies

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ OR/ CENRR/ RER / Acknowledgement Receipt
☐ Pictures (Origin, Delivery, School)

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office of Ligan City
SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

APPROPRIATE EXPENSE ACCOUNTS

Payment for Petty/Emergency Expenses

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ Summary of Various Reimbursement
☐ Purchase Request with PR#
☐ Sales Invoice / Official Receipts /RER/ AR
☐ Pictures
☐ Inspection and Acceptance Report

☐ Complete
☐ Incomplete

Reviewed by: _____


 Republic of the Philippines
 Department of Education
 Division Office of Ligan City
SCHOOLS DIVISION OFFICE OF LIGAN CITY

MOOE CHECKLIST

TRANSPORTATION AND DEL. EXPENSE (5029904000)

Hauling/Delivery of SBFP Products

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ OR/ CENRR/ RER / Acknowledgement Receipt
☐ Pictures of Logbook/Appearance per pick up point
☐ Memorandum (with schedule of delivery)

☐ Complete
☐ Incomplete

Reviewed by: _____


 Department of Education
 Division Office of Ligan City

MOOE CHECKLIST **SMALL VALUE PROCUREMENT** ☒

OTHER SUPPLIES AND MATERIALS EXPENSE (5020399000)

Procurement of Other Supplies

- ☐ Disbursement Voucher
- ☐ BIR Form 2307
- ☐ Photocopy of Check/s
- ☐ Authority to Procure (if delegated to End User)
- ☐ Purchase Request with PR#
- ☐ BAC Resolution (If there's a change in the MOP)
- ☐ Request for Quotation (atleast 3 suppliers)
- ☐ Issuance Receipt
- ☐ Updated Suppliers' Eligibilities
- ☐ Mayor's Permit/Business Permit, Annual ITR, Tax Clearance, Philgeps Registration (in the absence of any 1 of the eligibilities, attach justification signed by SH)
- ☐ Abstract of Quotation
- ☐ Purchase Order
- ☐ Delivery Receipt
- ☐ Inspection and Acceptance Report
- ☐ Official Receipt / Sales Invoice
- ☐ Requisition and Issue Slip
- ☐ Pictures of Materials (unboxed) - should be inspected by atleast 3 members of the school inspectorate team

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 2,000,000


 Department of Education
 Division Office of Ligan City

MOOE CHECKLIST **DIRECT ACQUISITION** ☒

OTHER SUPPLIES AND MATERIALS EXPENSE (5020399000)

Procurement of Other Supplies

- ☐ Disbursement Voucher
- ☐ BIR Form 2307 (if applicable)
- ☐ Photocopy of Check/s
- ☐ Authority to Procure (if delegated to end user)
- ☐ Purchase Request with PR#
- ☐ BAC Resolution (If there's a change in the MOP)
- ☐ Purchase Order (except if reimbursement)
- ☐ Delivery Receipt (if applicable)
- ☐ Official Receipt / Sales Invoice/ RER / AR

☐ Inspection and Acceptance Report
☐ Requisition and Issue Slip
☐ Pictures of Materials (unboxed) - should be inspected by atleast 3 members of the school inspectorate team

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 200,000


 Department of Education
 Division Office of Ligan City

MOOE CHECKLIST **DIRECT ACQUISITION** ☒

OTHER SUPPLIES AND MATERIALS EXP. (5020399000)

Purchase of Drinking Water

- ☐ Disbursement Voucher
- ☐ Photocopy of Check/s
- ☐ BIR Form 2307 (if applicable)
- ☐ Authority to Procure (if delegated to End User)
- ☐ Purchase Request (PR) - with PR Number
- ☐ BAC Resolution (If there is a change in the MOP)
- ☐ Purchase Order (except if reimbursement)
- ☐ Delivery Receipt (DR) if applicable
- ☐ Official Receipt (OR)
- ☐ Inspection and Acceptance Report (IAR)
- ☐ Requisition and Issuance Slip (RIS)
- ☐ Pictures/Documentation

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 200,000


 Department of Education
 Division Office of Ligan City

MOOE CHECKLIST **SMALL VALUE PROCUREMENT** ☒

OTHER SUPPLIES AND MATERIALS EXP. (5020399000)

Purchase of Drinking Water

- ☐ Disbursement Voucher
- ☐ Photocopy of Check/s
- ☐ BIR Form 2307
- ☐ Authority to Procure (if delegated to End User)
- ☐ Purchase Request (PR) - with PR Number
- ☐ BAC Resolution (If there is a change in the MOP)
- ☐ Request for Quotation (RFQ)
- ☐ Issuance Receipt
- ☐ Abstract of Quotation
- ☐ Purchase Order (PO)
- ☐ Delivery Receipt (DR) per delivery date
- ☐ Inspection and Acceptance Report (IAR)
- ☐ Official Receipt (OR)
- ☐ Requisition and Issuance Slip (RIS)
- ☐ Pictures/Documentation

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 2,000,000


MOOE CHECKLIST DIRECT ACQUISITION 

OTHER MOOE (502999909)
CATERING - Meals - School/District Initiated Activities

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ BIR Form 2307
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Authority to Procure (if delegated to End User)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ BAC Resolution (if there is a change in the MOP)

☐ Purchase Order (except if reimbursement)
☐ Delivery Receipt (DR)
☐ Official Receipt (OR) / Sales Invoice /RER/ AR
☐ Inspection and Acceptance Report (IAR)

☐ Narrative Report
☐ Pictures of meals served
☐ Attendance Sheet (with Log-in, Log out and Gender columns)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 200,000


MOOE CHECKLIST SMALL VALUE PROCUREMENT 

OTHER MOOE (502999909)
CATERING - Meals - School/District Initiated Activities

☐ Disbursement Voucher
☐ BIR Form 2307
☐ Photocopy of Check/s
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Authority to Procure (if delegated to End User)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ BAC Resolution (if there is a change in the MOP)
☐ Request for Quotation (RFQ) - atleast 3 supplier/service provider
☐ Issuance Receipt
☐ Abstract of Quotation
☐ Updated Suppliers' Eligibilities
☐ Mayor's Permit/Business Permit, Annual ITR, Tax Clearance, Philgeps Registration (in the absence of any 1 of the eligibilities, attach justification signed by SH)
☐ Purchase Order (PO)
☐ Delivery Receipt (DR)
☐ Inspection and Acceptance Report (IAR)
☐ Official Receipt (OR) / Sales Invoice /RER/ AR
☐ Narrative Report
☐ Pictures of meals served
☐ Attendance Sheet (with Log-in, Log out and Gender columns)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 2,000,000


MOOE CHECKLIST

OTHER MOOE (502999909)
BY ADMINISTRATION - Meals - School/District Initiated Act.

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ Inspection and Acceptance Report (IAR) - detailed ingredients/items/menu
☐ Official Receipt (OR) / Sales Invoice /RER/ AR
☐ Narrative Report
☐ Pictures: Ingredients, Cooking, and Meal Served
☐ Attendance Sheet (with Log-in, Log out and Gender column)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by a Market Scoping and duly reflected in the PPMP & APP


MOOE CHECKLIST

TRAINING EXPENSE (5020201000)
BY ADMINISTRATION - Meals - SLAC/INSET

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ Inspection and Acceptance Report (IAR) - detailed ingredients/items/menu
☐ Official Receipt (OR) / Sales Invoice /RER/ AR
☐ Narrative Report
☐ Pictures: Ingredients, Cooking, and Meal Served
☐ Attendance Sheet (with Log-in, Log out and Gender column)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by a Market Scoping and duly reflected in the PPMP & APP


Department of Education
Republic of South Africa
NATIONAL EDUCATION EXERCISE FOR SCHOOLS

MOOE CHECKLIST **SMALL VALUE PROCUREMENT** ☒

TRAINING EXPENSE (5020201000)
CATERING - Meals - SLAC/INSET

☐ Disbursement Voucher
☐ BIR Form 2307
☐ Photocopy of Check/s
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Authority to Procure (if delegated to End User)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ BAC Resolution (If the mode of procurement changes)
☐ Request for Quotation (RFQ) - atleast 3 supplier/service provider
☐ Issuance Receipt
☐ Abstract of Quotation
☐ Updated Suppliers' Eligibilities
☐ Mayor's Permit/Business Permit, Annual ITR, Tax Clearance, Philgeps Registration (in the absence of any 1 of the eligibilities, attach justification signed by SH)
☐ Purchase Order (PO)
☐ Delivery Receipt (DR)
☐ Inspection and Acceptance Report (IAR)
☐ Official Receipt (OR) / Sales Invoice /RER/ AR
☐ Narrative Report
☐ Pictures of meals served
☐ Attendance Sheet (with Log-in, Log out and Gender column)

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 2,000,000


Department of Education
Republic of South Africa
NATIONAL EDUCATION EXERCISE FOR SCHOOLS

MOOE CHECKLIST **DIRECT ACQUISITION** ☒

TRAINING EXPENSE (5020201000)
CATERING - Meals - SLAC/INSET

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ BIR Form 2307
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Authority to Procure (if delegated to End User)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ BAC Resolution (If the mode of procurement changes)

☐ Purchase Order (except if reimbursement)
☐ Delivery Receipt (DR)
☐ Official Receipt (OR) / Sales Invoice /RER/ AR
☐ Inspection and Acceptance Report (IAR)

☐ Narrative Report
☐ Pictures of meals served
☐ Attendance Sheet (with Log-in, Log out and Gender column)

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 200,000


Department of Education
Republic of South Africa
NATIONAL EDUCATION EXERCISE FOR SCHOOLS

MOOE CHECKLIST **SMALL VALUE PROCUREMENT** ☒

REPAIR & MAINT. - MACHINERY & EQUIPT. (5021305000)
LABOR - RM ICT Eqpt., Office Eqpt., other Machinery, etc. (1,000 and below)

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ Job Order Contract
☐ Pre and Post Repair Inspection (Signed by Technician, Property Custodian/ICT Coordinator for ICT related items, and School Head)
☐ Official Receipt / RER/ AR
☐ Pictures (Before, During and After)

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 2,000,000


Department of Education
Republic of South Africa
NATIONAL EDUCATION EXERCISE FOR SCHOOLS

MOOE CHECKLIST **DIRECT ACQUISITION** ☒

REPAIR & MAINT. - MACHINERY & EQUIPT. (5021305000)
LABOR - RM ICT Eqpt., Office Eqpt., other Machinery, etc. (1,000 and below)

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ Job Order Contract
☐ Pre and Post Repair Inspection (Signed by Technician, Property Custodian/ICT Coordinator for ICT related items, and School Head)
☐ Official Receipt / RER/ AR
☐ Pictures (Before, During and After)

☐ Complete
☐ Incomplete

Reviewed by: _____

Note: Procurement must be supported by market scoping, duly reflected in the PPMP & APP, and must not exceed 200,000


 DEPARTMENT OF EDUCATION
 DIVISION OFFICE OF LAGUNA CITY
 SCHOOL DIVISION OFFICE OF LAGUNA CITY

MOOE CHECKLIST **DIRECT ACQUISITION** 

R&M - BUILDINGS AND OTHER STRUCTURES (5021304000)
LABOR & MATERIALS - Repair and Maintenance of School Bldg.

☐ Disbursement Voucher
☐ BIR Form 2307 (if applicable)
☐ Photocopy of Check/s
☐ Approved Program or Works
☐ Purchase Request with PR# (combined with materials & labor)
☐ BAC Resolution (If the mode of procurement changes)
☐ Purchase Order (except if reimbursement)
☐ PAKYAWAN:
 1. Letter of Intent

 2. Pakyaw Contract Agreement
 3. Notice to Proceed
☐ Certificate of Completion (signed by GPTA President, School Head and Division Engineer)
☐ Pictures (Before, During and After for Labor & addtl picture for materials)
☐ Official Receipt / Sales Invoice / RER / AR
☐ ID of contractor

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by market scoring, duly reflected in the PPMP & APP, and must not exceed 200,000


 DEPARTMENT OF EDUCATION
 DIVISION OFFICE OF LAGUNA CITY
 SCHOOL DIVISION OFFICE OF LAGUNA CITY

MOOE CHECKLIST **SMALL VALUE PROCUREMENT** 

R&M - BUILDINGS AND OTHER STRUCTURES (5021304000)
LABOR & MATERIALS - Repair and Maintenance of School Bldg.

☐ Disbursement Voucher
☐ BIR Form 2307 (if applicable)
☐ Photocopy of Check/s
☐ Approved Program or Works
☐ Purchase Request with PR# (combined with materials & labor)
☐ BAC Resolution (If the mode of procurement changes)
☐ Request for Quotation (atleast 3 suppliers)
☐ Issuance Receipt
☐ Updated Suppliers' Eligibilities
☐ Mayor's Permit/Business Permit, Annual ITR, Tax Clearance, Philgeps Registration (in the absence of any 1 of the eligibilities, attach justification signed by SH)
☐ Abstract of Quotation

☐ Purchase Order

☐ Delivery Receipt (if applicable)
☐ Inspection and Acceptance Report
☐ Official Receipt / Sales Invoice / RER / AR
☐ PAKYAWAN: (Intent, Notice to Proceed, Pakyaw Contract)
☐ Certificate of Completion (signed by GPTA President, School Head and Division Engineer)
☐ Pictures (Before, During and After for Labor & addtl picture for materials)
☐ Photocopy of ID of contractor (if applicable)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by market scoring, duly reflected in the PPMP & APP, and must not exceed 2,000,000


 DEPARTMENT OF EDUCATION
 DIVISION OFFICE OF LAGUNA CITY
 SCHOOL DIVISION OFFICE OF LAGUNA CITY

MOOE CHECKLIST **DIRECT ACQUISITION** 

OTHER MOOE (502999909)
CATERING - Meals - School/District Initiated Activities

☐ Disbursement Voucher
☐ Photocopy of Check/s
☐ BIR Form 2307
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Authority to Procure (if delegated to End User)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ BAC Resolution (If there is a change in the MOP)

☐ Purchase Order (except if reimbursement)
☐ Delivery Receipt (DR)
☐ Official Receipt (OR) / Sales Invoice / RER/ AR
☐ Inspection and Acceptance Report (IAR)

☐ Narrative Report
☐ Pictures of meals served
☐ Attendance Sheet (with Log-in, Log out and Gender columns)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by market scoring, duly reflected in the PPMP & APP, and must not exceed 200,000


 DEPARTMENT OF EDUCATION
 DIVISION OFFICE OF LAGUNA CITY
 SCHOOL DIVISION OFFICE OF LAGUNA CITY

MOOE CHECKLIST **SMALL VALUE PROCUREMENT** 

OTHER MOOE (502999909)
CATERING - Meals - School/District Initiated Activities

☐ Disbursement Voucher
☐ BIR Form 2307
☐ Photocopy of Check/s
☐ Memorandum (chargeable to MOOE)
☐ Activity Proposal (approved by SDS)
☐ Authority to Procure (if delegated to End User)
☐ Purchase Request (PR) - indicate amount per pax/menu/PR#
☐ BAC Resolution (If there is a change in the MOP)
☐ Request for Quotation (RFQ) - atleast 3 supplier/service provider
☐ Issuance Receipt
☐ Abstract of Quotation
☐ Updated Suppliers' Eligibilities
☐ Mayor's Permit/Business Permit, Annual ITR, Tax Clearance, Philgeps Registration (in the absence of any 1 of the eligibilities, attach justification signed by SH)
☐ Purchase Order (PO)
☐ Delivery Receipt (DR)
☐ Inspection and Acceptance Report (IAR)
☐ Official Receipt (OR) / Sales Invoice / RER/ AR
☐ Narrative Report
☐ Pictures of meals served
☐ Attendance Sheet (with Log-in, Log out and Gender columns)

☐ Complete
☐ Incomplete

 Reviewed by: _____

Note: Procurement must be supported by market scoring, duly reflected in the PPMP & APP, and must not exceed 2,000,000