



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

March 18, 2024

DIVISION MEMORANDUM

No. 0062, s. 2024



**PREPARATION AND SUBMISSION OF REPORT OF CASH
DISBURSEMENT (RCDIsb) IN LIEU OF LIQUIDATION REPORT**

To : Assistant Schools Division Superintendent
Elementary and Secondary School Heads/Principals
Accounting Section
All Others Concerned

1. Please be informed that effective immediately, all Non-Implementing Schools shall prepare and submit the Report of Cash Disbursement (RCDIsb – Appendix 41) for the liquidation of cash advances for operating expenses in lieu of the previously practiced liquidation report (Appendix 44).
2. Attached herewith is a sample copy of the required document.

For your guidance and strict compliance.

For and in the Absence of the SDS


BASILIO P. MANA-AY JR., CESO VI
Assistant Schools Division Superintendent,
Officer-In-Charge 

RELEASED

MAR 19 2024

RECORDS SECTION / SDO PANABO CITY
BY 



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Panabo ONE
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Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.

REPORT OF CASH DISBURSEMENTS

Period Covered _____

Entity Name : _____

Report No. : _____

Fund Cluster : _____

Sheet No. : _____

Date	DV/Payroll No.	ORS/BURS No.	Responsibility Center Code	Payee	UACS Object Code	Nature of Payment	Amount

CERTIFICATION

I hereby certify on my official oath that this Report of Cash Disbursements in _____ sheet(s) is a full, true and correct statement of all cash disbursements during the period stated above actually made by me in payment for obligations shown in pertinent disbursement vouchers/payroll.

Name and Signature of Disbursing Officer/Cashier

Official Designation

Date