



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

September 23, 2025

DIVISION MEMORANDUM

OSDS-2025- 611

To: **Nancy F. Tangcalagan**  
Administrative Officer IV  
Cash Section

**Jidelle G. Garcia**  
Administrative Officer IV  
Cash Section

**OBSERVANCE OF DEADLINES FOR SUBMISSION  
OF REPORTS AND/OR RECORD TO THE ACCOUNTING SECTION**

1. In the interest of ensuring compliance with prescribed accounting, auditing, and financial reporting standards, you are hereby advised to observe the timely preparation and submission of the following reports to the Accounting Section within their respective deadlines, with copies furnished to the Division Administrative Officer:

Report and/or Record	Concerned Office	Deadline
Monthly		
1. Report of Collections and Deposits (RCD)	Cash Section	5 <sup>th</sup> day of the following month
2. Report of ADA Issued (RADAI)	Cash Section	
3. Report of Checks Issued (RCI)	Cash Section	
4. Report of Cash Disbursement (RCD)	Cash Section	
5. Report of Accountability on Accountable Forms (RAAF)	Cash Section	
6. Disbursement Vouchers (DV)	Cash Section	
Semestral		
1. Report of Physical Count of Inventories (RPCI)	Supply Section	July 31 and January 31 of the following year
2. Report of Physical Count of Semi-Expendable Properties	Supply Section	July 31 and January 31 of each year for the first



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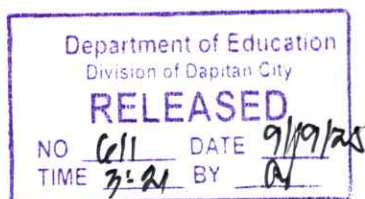
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		and second semesters, respectively
Annually		
1. Report on Physical Count of PPE (RPCPPE)	Supply Section	January 31 of the following year

2. The Administrative Officer V for Administrative Services shall monitor the strict compliance of this memorandum.
3. For guidance and compliance.

Digitally signed by Jay  
S. Montealto  
Date: 2025.09.19  
13:19:50 +08'00'

**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent



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