

DIVISION MEMORANDUM

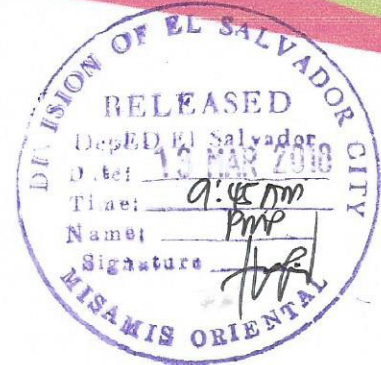
No. 78 s, 2018

To: Public Elementary School Treasurer  
Public Secondary School Treasurer  
This Division

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent

Subject: Submission of Report of Accountability for Accountable Forms (RAAF)

Date: March 12, 2018



1. The abovementioned personnel are hereby directed to submit the monthly Report of Accountability for Accountable Forms (RAAF) every 5<sup>th</sup> day of the following month to the Accounting Section of this Office. This undertaking is in compliance to the Government Accounting Manual (GAM).
2. Enclosed is a sample copy of the Report of Accountability for Accountable Forms to serve as your reference.
3. Immediate dissemination and strict compliance of this Memorandum is enjoined.



**DIVISION OF EL SALVADOR CITY  
EL SALVADOR CITY**

Telefax No: 555-0475/Email address: deped.elsalvador@yahoo.com

*SAMPLE ONLY*

**Report of Accountability for Accountable Forms  
For the month of FEBRUARY 1-28, 2018**

**CHECKS**

Fund Cluster: 070010810007

| ACCOUNTABLE FORMS                          |        |            | BEGINNING BALANCE     |          |          | RECEIPT               |    |      | ISSUANCE              |          |          | CANCELLED             |          |          | ENDING BALANCE        |          |          |
|--|--------|------------|-----------------------|----------|----------|-----------------------|----|------|-----------------------|----------|----------|-----------------------|----------|----------|-----------------------|----------|----------|
| NAME OF FORM                               | NUMBER | FACE VALUE | Inclusive Serial Nos. |          | QTY.     | Inclusive Serial Nos. |    | QTY. | Inclusive Serial Nos. |          | QTY.     | Inclusive Serial Nos. |          | QTY.     | Inclusive Serial Nos. |          |          |
|  |        |            | FROM                  | TO       |          | FROM                  | TO |      | FROM                  | TO       |          | FROM                  | TO       |          |                       |          |          |
| A. WITH FACE VALUE                         |        |            |                       |          |          |                       |    |      |                       |          |          |                       |          |          |                       |          |          |
| B. WITHOUT FACE VALUE                      |        |            |                       |          |          |                       |    |      |                       |          |          |                       |          |          |                       |          |          |
| ACCOUNT # 2-00158-810-3 (MDS PS)           |        |            | 30                    | 10245271 | 10245300 |                       |    |      | 2                     | 10245271 | 10245272 | 4                     | 10245273 | 10245276 |                       |          |          |
|  |        |            |                       |          |          |                       |    |      | 10                    | 10245277 | 10245286 |                       |          |          | 14                    | 10245287 | 10245300 |
|  |        |            | 50                    | 10245301 | 10245350 |                       |    |      |                       |          |          |                       |          |          | 50                    | 10245301 | 10245350 |
| ACCOUNT # 2-00157-810-7 (MDS MOOE)         |        |            | 100                   | 10476801 | 10476900 |                       |    |      |                       |          |          |                       |          |          | 100                   | 10476801 | 10476900 |
| ACCOUNT # 0811-034317-080) TRUST FUND      |        |            | 97                    | 51644804 | 51644900 |                       |    |      |                       |          |          |                       |          |          | 97                    | 51644804 | 51644900 |
| ACCOUNT # 0811-035889-080 (PROVIDENT FUND) |        |            | 71                    | 51645030 | 51645100 |                       |    |      | 4                     | 51645030 | 51645033 |                       |          |          | 67                    | 51645034 | 51645100 |
| <b>TOTAL</b>                               |        |            | <b>348</b>            |          |          | <b>0</b>              |    |      | <b>16</b>             |          |          | <b>4</b>              |          |          | <b>328</b>            |          |          |

**CERTIFICATION**

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.

\_\_\_\_\_  
School Treasurer