



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 September 2021

OFFICE MEMORANDUM
OM No. 088, s. 2021

REITERATION ON THE PREPARATION OF DISBURSEMENT VOUCHER

To: **All Division Personnel**

Pursuant to Section 12.1 Chapter 6 Disbursements of Volume 1 of Government Accounting Manual (GAM) for National Agencies prescribed by the Commission on Audit (COA), all personnel are hereby directed to comply with the procedures in the Preparation of Disbursement Vouchers (DV),
Re: "Disbursement Voucher shall be prepared by the Requesting Office/Unit in **four copies** in accordance with the instructions on the preparation of the DV (Appendix 32) to initiate the payment of claims."

Accounting Section may provide assistance to the Requesting Office/Unit when necessary.

For immediate and strict compliance.

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ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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