



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 9, 2023

REGIONAL MEMORANDUM

No. **037**, s. 2023

INSTITUTIONALIZATION OF THE FINANCE DIVISION'S "PROJECT FIND IT SYSTEM" AS THE REGIONAL OFFICE'S OFFICIAL DOCUMENT TRACKING SYSTEM

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

1. This Office, through the Finance Division has piloted the implementation of Shared Google Sheets through Office Memorandum No. 086 s. 2022 entitled "Conduct of Orientation on the Submission of Documents to the Finance Division for CY 2022 and Process Updates Utilizing Shared Google Sheets".

2. For CY 2023, this office announces the institutionalization of Finance Division flagship **Project FinD IT System (Financial Documents Integrated Tracking System)**, as the regional Office's official financial documents tracking system, including but not limited to the following procurement documents and transactions:

- a. Purchase Request and Detailed Financial Requirements;
- b. Purchase Order and/or Contract Agreement;
- c. Disbursement Vouchers and/or Payroll;
- d. List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA);
- e. Delivery of Goods and Services, including inspection and acceptance activities and inventory of supplies and property, plant, and equipment;
- f. PhilGEPS Posting of Invitation to Bid and Awards; and
- g. Submission of Purchase Order and/or Contract of Agreement and Inspection and Acceptance Report to the Bids and Awards Committee (BAC), Regional Office Inspectorate Team, and the Commission on Audit.

3. Further, the following offices shall be responsible and accountable in updating the said registries:



Google Shared Registry	Google Shared Registry Sheet	Office Responsible
PR Registry	End-User Sheet	RO Functional Divisions/Sections/Units
	BAC Sheet	Procurement Unit
	Canvasser Sheet	RO Designated Canvassers
	Finance Sheet	Finance Division
	OARD/ORD Sheet	Office of the Regional Director; and Office of the Assistant Regional Director
	Comments Sheet	Finance Division
PO/Contract Registry	End-User Sheet	RO Functional Divisions/Sections/Units
	AMS Sheet	Asset Management Section
	BAC Sheet	Procurement Unit
	Finance Sheet	Finance Division
	OARD/Legal/ORD Sheet	Office of the Regional Director; Office of the Assistant Regional Director; and Legal Unit
	Delivery Sheet	Asset Management Section Finance Division; RO Inspectorate Team; and RO Functional Divisions/Sections/Units
	Comments Sheet	Finance Division
DV Registry	End-User Sheet	RO Functional Divisions/Sections/Units
	Finance Sheet	Finance Division
	OARD/ORD Sheet	Office of the Regional Director; and Office of the Assistant Regional Director
	Cash Sheet	Cash Section
	LDDAP Sheet	Finance Division; Office of the Regional Director; and Office of the Assistant Regional Director
	Comments Sheet	Finance Division

4. In addition, to avoid the Commission on Audit issuing notices of suspensions or disallowances due to inconsistencies in the delivery, inspection, and acceptance of goods and services procured by the Regional Office for consumption or use by Schools Division Offices

or Schools, the Procurement Unit shall furnish a copy of the approved Contract to the Budget Section within 3 days from issuance thereof.

5. Consequently, Asset Management Section shall call for a meeting with the end-user unit, Regional Office Inspectorate Team, and Accounting Section, together with the supplier within 3 days from receipt of approved Contract Agreement or Purchase Order by the supplier **for all goods/services procured by the Regional Office for consumption or use by Schools Division Offices or Schools** to discuss appropriate terms of references and timelines relative to the subject procurement such as the delivery period, payment terms, delivery terms, required documentary requirements, computation of liquidated damages for late delivery, and other relevant issues pertaining thereto.

6. To improve the office's compliance with audit observations such as lacking documentary requirements and inconsistencies in the dates of procurement activities specified in the purchase request, contract agreement, notice to proceed, notice of award, PhilGEPS posting of Awards, memorandum of activity, and other supporting documents, all contract agreements and their supporting documents shall be pre-audited by the Accounting Section and obligated by the Budget Section before the issuance of Certificate of Funds Availability.

7. Moreover, all purchase requests for seminars, trainings, and conferences shall be accompanied by a memorandum stating the original date of the activity upon submission to the Accounting Section for processing.

8. To further enhance the Budget Utilization Rate (for both obligation and disbursement) and to ensure prompt payment and timely utilization of funds consistent with DBM's guidelines on fund releases, all Regional Office Functional Divisions/Sections/Units shall **submit their disbursement vouchers/payroll and its supporting documents to the Finance Division within 30 calendar days after the delivery of goods and/services, or within 30 days after the conduct of seminars, trainings, and conferences.** No time extension shall be granted unless supported with a written justification approved by the Regional Director. Extensions granted shall be considered in determining the final rating of the respective divisions/sections/units OPCR/PCRIF.

9. An orientation with the concerned offices on the proper and correct utilization of the **FinD IT System (Financial Documents Integrated Tracking System)** shall be announced by the proponent through a separate issuance.

10. Immediate dissemination of and strict compliance with this Memorandum is desired.




EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References:

To be indicated in the Perpetual Index under the following subjects:

GUIDELINES

DOCUMENT TRACKING SYSTEM

INTERNAL CONTROL

FD-LAC