



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 5, 2023

DIVISION MEMORANDUM

No. 472, s. 2023

**IMPLEMENTATION OF PROJECT "DID" (DIGITALIZATION OF ISSUANCES OF
DISBURSEMENT VOUCHERS AND OTHER DOCUMENTS
FOR ACCOUNTABLE OFFICERS)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. Relative to Regional Memorandum No. 175, s. 2021 titled **"Institutionalization of Educational Innovation in Region VI-Western Visayas"**, this Office announces the implementation of **Project DID ((Digitalization of Issuances of Disbursement Vouchers and Other Documents for Accountable Officers)** starting this Fiscal Year 2023.
2. Project DID will work on the digitalization of issuances of disbursement vouchers and other documents for accountable officers to provide the school heads and accountable officers easy access to information related to MOOE releases and downloadable documents. It aims to:
 - a. ensure and increase the effective dissemination of information with regard to the release of MOOE and other downloaded funds, disbursement vouchers, and other pertinent information, while fostering collaboration among sections in this Office;
 - b. produce a digital archive where all cash-related administrative documents can be accessed and downloaded;
 - c. decrease the hassle and burden that accountable officers/school heads are experiencing in reconciling MOOE and other releases; and
 - d. ensure prompt reporting of budget utilization or liquidation, thereby preventing delays in the monthly MOOE releases.
3. This project, through its proponent, will use online platform to set up an online network of all accountable officers and school heads where all updates pertaining to MOOE and other downloaded funds will be posted.



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This initiative will also produce a digital archive where all paid disbursement vouchers and other cash-related administrative documents can be accessed and downloaded.

4. Anent this, all school administrators and accountable officers of the 429 non-implementing units (417 Elementary and 12 Junior High Schools) in this schools division are advised to access and utilize the facebook group, group chat and the digital archive created by the proponent as platforms for posting real-time updates regarding the issuances. The digital archive can be accessed through this link: <https://bit.ly/SDOCAPIZVoucherDownload>.
5. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

INNOVATION
PROJECTS
SCHOOLS
MOOE



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