



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

May 26, 2026

OFFICE MEMORANDUM
FD-2026- **258**

**UPDATES ON FINANCE DIVISION
FORMS AND TEMPLATES**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the **Finance Division**, announces that in view of the recent updates in **Procurement Law** and in strict adherence to applicable **Commission on Audit (COA) Circulars**, several financial documentary requirements have been revised to ensure compliance and uniformity in financial transactions and processes.
2. Various existing checklists have been updated, and new forms and templates have been developed and institutionalized for implementation across all concerned offices and functional divisions.
3. To facilitate the prompt dissemination, utilization, and implementation of the updated forms, templates, and related financial issuances, all future announcements, advisories, and updates from the Finance Division shall henceforth be communicated through the official online communication platform via the **Messenger Group Chat named "Finance Division Concerns"**.
4. All concerned personnel are therefore encouraged to regularly monitor and coordinate through the said platform to ensure timely compliance and proper guidance.
5. All updated **Finance Forms and Templates** are readily accessible to the designated **KMT Members of each functional division** through the official **KMT Drive**. Concerned personnel are advised to utilize only the latest versions of the forms and templates made available therein to maintain consistency, accuracy, and compliance with existing financial and auditing regulations.
6. For information and guidance.

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