

097.13 DPWH (R)
1-27-94



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

SEP # 185
P. 260

January 25, 1994

DEPARTMENT ORDER

NO. 24
SERIES OF 1994 *for 1-27*

To ALL: Regional Director
District Engineer
and Other Concerned
This Department

SUBJECT: SUBMISSION OF STATEMENTS OF EXPENDITURES
(SOEs) FOR CY 1993 & 1994 SCHOOLBUILDING PROGRAM

This pertains to the implementation of the Second Elementary Education Project (SEEP) partly funded from a loan from World Bank (IBRD) and co-financed by a loan from the Overseas Economic Cooperation Fund (OECF) wherein the DPWH is the implementing agency for the Schoolbuilding Program, the biggest component of the SEEP.

In this connection, please be informed that the IBRD and OECF loans are utilized on the basis of reimbursement of expenditures incurred for the construction of Elementary School Buildings. There is a need to expedite the documentation of such expenditures in order to hasten the drawdown on the loans.

To accelerate the drawdown of the loans from the World Bank and OECF and to ensure accurate and timely submission of the monthly Statements of Expenditures (SOEs) for the CY 1993 and 1994 Elementary Schoolbuilding Programs, all Regional/District Engineering Offices are hereby directed to strictly follow the hereunder procedures, to wit:

District Engineers / Chief Accountants

- 1) Mark all financial documents related to SEEP such as disbursements vouchers, contracts, official receipts, etc. with the word "SEEP".
- 2) Prepare two Working Papers, one each for CY 1993 and CY 1994 SEEP Allotments for each month using the information / data in SEEP Form I (see Annex A), and enter all transactions pertaining thereto on a daily basis.
- 3) Prepare Statements of Expenditures (SOEs) in four copies at the end of each month using SEEP Form I (See Annex A). This procedure shall be done using the working paper until all expenditures for a given schoolbuilding project have been reported. A separate report shall be made for CY 1993 and CY

- 4) Submit two copies of SOEs to the Regional Office and one copy to the Resident Auditor two weeks after the end of each month
- 5) After the end of the calendar year, submit a report of disbursements for audit (Summary of total disbursements made during the year) using the format in Annex B

REGIONAL OFFICE

- 1) Designate a person in the Regional Office who shall be responsible for monitoring the submission of SOEs by the operating units;
- 2) Transmit within one week upon receipt of the reports all SOEs submitted by the district/city engineering offices to the DPWH Central Office,
Attention : Assistant Secretary for
Comptrollership and Financial Management Service
- 3) Indicate in the transmittal letter the total amount of SOEs submitted by the different engineering offices.

For the strict compliance of all concerned.



GREGORIO R. VIGILAR
Secretary