

Reference No. 2023- 101
November 09, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED DIVISION / UNIT / SECTION
SUBJECT : REQUIREMENTS FOR LIQUIDATION OF PROJECTS

In order for us to have an organized and systematic process, this memorandum outlines the key steps and important information regarding the liquidation process. It is imperative that all stakeholders involved in the process are aware of their roles and responsibilities.

National Government Agencies (NGA), State Universities and Colleges (SUC), Regional Field Offices (RFO), Local Government Units (LGU) and Bureaus shall submit the following requirements for liquidation:

For on-going projects:

- Financial report with Commission on Audit (COA) stamp, received and signed; and,
- Report of Checks Issued (RCI).

For completed projects:

- Financial report verified and signed by the COA resident auditor or with COA received stamp;
- Terminal Report or Completion Report;
- Management Report; and,
- Refund of unexpended balances if any.

All organizations **Non-Government Organizations (NGO)** and **People and Civil Society Organizations (PCOS)** shall submit the following requirements for liquidation:

For on-going projects:

- Financial Report verified and signed by the DA-BAR Compliance Officer (CO) (for partial liquidation); and,
- Report of Checks Issued.

For completed projects:

- Financial Report certified by an Independent Auditor verified by BAR-CO;
- Terminal Report or Completion Report;
- Report of Checks Issued;
- Management Report; and,
- Refund of unexpended balances if any.

For your information and guidance.



JUNEL B. SORIANO, PhD