

**CASH DISBURSEMENTS REGISTER**  
**M.O.O.E - Senior High School**  
**SEPTEMBER, 2025**


Entity Name: **PRESIDENT CORAZON "CORY" C. AQUINO NATIONAL HIGH SCHOOL**  
 Sub-Office/District/Division: **DIVISION OF PASAY**  
 Municipality/City/Province: **National Capital Region**  
 Fund Cluster: **10**

Name of Accountable Officer: **MICHAEL C. ARTOZA**  
 Official Designation: **School Principal**  
 Station: \_\_\_\_\_  
 Register No.: \_\_\_\_\_

Date	Check No.	Particulars									
			Amount			Food Supplies Expenses	Office Supplies Expenses	Other Supplies & Materials Expenses	Fuel, Oil, Parking & Lubricants Expenses	TOTAL Per PPA	Due to BIR
			Cash Advance	Payments	Balance						
						5-02-03-000-50	5-02-03-010-20	5-02-03-990-00	5-02-03-090-00		
		Balance forwarded from the month of JULY, 2025	-		-						
		MOOE for the Month of AUGUST	70,000.00		70,000.00					-	
September 9, 2025	0000746138	K368 INDUSTRIAL SUPPLIES TRADING		32,083.93	37,916.07			33,900.00		33,900.00	1,816.07
September 16, 2025	0000746139	RF SANTOS PAPER PRINT TRADING		22,500.00	15,416.07			24,000.00		24,000.00	1,500.00
September 24, 2025	0000746140	IMEE MADELYN A. REYES		15,416.07	-	4,785.90	1,455.00	7,675.17	1,500.00	15,416.07	
Sub-Total			70,000.00	70,000.00	-	4,785.90	1,455.00	65,575.17	1,500.00	73,316.07	3,316.07


The total of the 'Advances for Operating Expenses – Payments' column must always be equal to the sum of the totals of the 'Breakdown of Payments' columns.

Prepared by:

  
**IMEE MADELYN A. REYES**  
 Designated Disbursing Officer

Date: September 25, 2025

Certified Correct:

  
**MICHAEL C. ARTOZA**  
 School Principal I

Received by:



Date:

# CASH DISBURSEMENTS REGISTER

M.O.O.E - Junior High School

SEPTEMBER, 2025

Entity Name: **PRESIDENT CORAZON "CORY" C. AQUINO NATIONAL HIGH SCHOOL**  
 Sub-Office/District/Division: **DIVISION OF PASAY**  
 Municipality/City/Province: **National Capital Region**  
 Fund Cluster: **10**

Name of Accountable Officer: **MICHAEL C. ARTOZA**  
 Official Designation: **School Principal**  
 Station: \_\_\_\_\_  
 Register No.: \_\_\_\_\_

Date	Check No.	Particulars				BREAKDOWN OF PAYMENTS							
			Amount			Food Supplies Expenses	Office Supplies Expenses	Other Supplies & Materials Expenses	Fuel, Oil, Parking & Lubricants Expenses	Medical Dental and Lab. Supplies.	Postage and Courier Services	TOTAL Per PPA	Due to BIR
			Cash Advance	Payments	Balance								
						5-02-03-000-50	5-02-03-010-20	5-02-03-990-00	5-02-03-090-00	5-02-03-080-00	5-02-05-010-00		
		Balance forwarded from the month of JULY, 2025	-		-								
		MOOE for the Month of AUGUST	172,000.00		172,000.00								
September 9, 2025	0000746133	K368 INDUSTRIAL SUPPLIES TRADING		38,898.21	133,101.79			41,100.00				41,100.00	2,201.79
September 10, 2025	0000746134	OFFICE WAREHOUSE, INC.		21,430.46	111,671.33		22,643.50					22,643.50	1,213.04
September 10, 2025	0000746135	PARADO OFFICE SUPPLIES		42,750.00	68,921.33			45,000.00				45,000.00	2,250.00
September 16, 2025	0000746136	COMMERCE ASIA INC.		13,540.55	55,380.78			14,307.00				14,307.00	766.45
September 16, 2025	0000746137	RF SANTOS PAPER PRINT TRADING		37,500.00	17,880.78			40,000.00				40,000.00	2,500.00
September 24, 2025	0000746141	IMEE MADELYN A. REYES		17,880.78	-	3,577.00		9,350.00	3,000.00	1,763.78	190.00	17,880.78	
Sub-Total			172,000.00	172,000.00	-	-	22,643.50	140,407.00	-	-	-	180,931.28	8,931.28

The total of the 'Advances for Operating Expenses - Payments' column must always be equal to the sum of the totals of the 'Breakdown of Payments' columns.

Prepared by:

*Imee*  
**IMEE MADELYN A. REYES**  
 Designated Disbursing Officer

Certified Correct:

*Michael C. Artoza*  
**MICHAEL C. ARTOZA**  
 Principal I

Received by:



Date: September 25, 2025

Date: