



Republic of the Philippines
Department of Education
Region XI

SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

November 25, 2024

DIVISION MEMORANDUM

No. 0244, s. 2024

Division Year-End Financial Activities and
Deadline for Submission of Documents for CY 2024

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
Education Program Supervisors (EPS's)
Public Schools Division Supervisors (PSDS's)
Elementary and Secondary School Administrators
Section Heads
Finance Section Personnel
All Concerned Personnel

1. Please be informed that this office had set deadlines for submission of financial documents for processing of Obligation Request Status (ORS) and Disbursement Vouchers (DV's) for payment of various claims such as Salaries and Wages of newly hired teaching and non-teaching personnel including Substitute teachers, Salary Differential, Loyalty, Maternity Leave Benefits of teachers and various reimbursements. The purpose of which is to avoid delay of payment during the year end at the same time minimizing accounts payables in the succeeding year. The deadline for submission of the above claims is on **December 17, 2024**. Any claims submitted beyond the deadline shall be treated as Accounts Payables subject to DBM Circular Letters on the release of payment for Prior Year Obligations to be released in the early part CY 2025.
2. Likewise, the deadline for the submission of complete documents for the following:
 - a. Procurement of various goods and services, meals and accommodation of participants for Trainings which sources of funds are from recently downloaded SUB-ARO's covering October to November, 2024 is on or before **December 6, 2024 for BAC deliberation**. Such that, all Program Owners are advised to submit complete documents for procurement to the BAC Secretariat on or before the above-mentioned date.



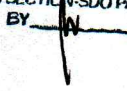
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- b. Request for School MOOE Cash Advances and other downloaded funds for schools is on or before **December 6, 2024**.
3. The Supply Officer and BAC Secretariat are also directed to forward the Perfected Contracts or PO's to the Budget office on or before December 16, 2024. Furthermore, its staff are also enjoined to fast track the complete delivery of goods as well as facilitate the processing of documents for payment and forward to the Accounting Office for preparation of Disbursement Vouchers (DV's).
4. The HR and PSU Personnel assigned to the said tasks are also advised to prepare pertinent financial documents upon receipt of working papers from various schools for immediate processing of payment on or before the set deadlines.
5. All personnel concerned are advised to strictly adhere to the deadlines set forth for various financial transactions to avoid delays in each stage of financial activities at the year end.
6. For your guidance and strict compliance.


JINKY B. FIRMAN Phd, CESO VI
Schools Division Superintendent

RELEASED

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RECORDS SECTION-SDO PANABO CITY
BY 



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