



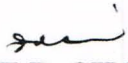

REGION XI

City Schools Division of Digos

Office of the City Schools Division
SuperintendentTel. No. (082) 553-8375; 553-8376; 553-8396
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MEMORANDUM No. : 286

TO : DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
DIVISION SUPPLY OFFICER
DIVISION SECTION HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM :  **DEE D. SILVA, DPA, CESO VI**
Assistant Schools Division Superintendent 
Officer-In-Charge

SUBJECT : Deadline for Signing of Documents and Processing of All Financial Transactions in Preparation for the Closing of Books for CY 2015

DATE : November 3, 2015

In connection with the closing of books of accounts for CY 2015, the accounting section sets deadlines for the signing of documents and processing of the following financial transactions:

- | | | |
|---|---|-------------------|
| 1. Signing of Purchase Requests | : | November 27, 2015 |
| 2. Signing of Purchase Orders | : | December 10, 2015 |
| 3. Submission of documents for Disbursement Voucher preparation | : | December 23, 2015 |
| 4. Submission of MOOE Liquidation for checking | : | December 14, 2015 |
| 5. Liquidation of Cash Advances | : | December 23, 2015 |

Furthermore, it is requested that submission of reimbursement for traveling expenses incurred for October 2015 and prior months should be on or before November 16, 2015 to give ample time for checking of documents.

Release for additional cash advances for school MOOE is until November 27, 2015 only. Deadline for liquidation of cash advance does not mean submission of liquidation documents for checking but rather denotes that all deficiencies are already complied with on the cut-off date set. All School Heads with unliquidated cash advances will not be given additional cash advance next year and salaries will be withheld pursuant to COA Circular No. 97-002 and PD 1445 unless they liquidate all cash advances given them.

All expenses related to CY 2015 should be obligated within the year. This office will not assume responsibility for obligations incurred which were not obligated. Deadline for submission of complete supporting documents for expenses that should be obligated within the year will be on December 23, 2015.

For your information and guidance.

