

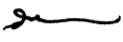
**REGION XI****City Schools Division of Digos**Office of the City Schools Division  
Superintendent

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MEMORANDUM No. : 678 s. 2016

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

FROM :   
**DEE D. SILVA, DPA, CESO VI**  
Schools Division Superintendent

SUBJECT : Deadline for Signing of Documents and Processing of All Financial Transactions in Preparation for the Closing of Books for CY 2016

DATE : November 4, 2016

In connection with the closing of books of accounts for CY 2016, the accounting section sets deadlines for the signing of documents and processing of the following financial transactions:

1. Signing of Purchase Requests : November 25, 2016
2. Signing of Purchase Orders : December 9, 2016
3. Submission of documents for Disbursement Voucher preparation : December 22, 2016
4. Submission of MOOE and SBFP Liquidation for checking: December 16, 2016
5. Liquidation of Cash Advances : December 26, 2016

Furthermore, it is requested that submission of reimbursement for traveling expenses incurred for October 2016 and prior months should be on or before November 18, 2016 to give ample time for checking of documents.

Release for additional cash advances for school MOOE and SBFP is until November 25, 2016 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 2016 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 26, 2016.

For your information and guidance.

DepEd Schools Division of Digos

**RELEASED**  
10439Date: **NOV 08 2016** Time: **11:36 AM**By: 