



DIVISION MEMORANDUM
No. 866, s. 2017

November 3, 2017

**DEADLINE FOR SIGNING AND PROCESSING OF DOCUMENTS OF ALL
FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS
FOR CY 2017**

To: DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY SCHOOL HEADS
JUNIOR HIGH SCHOOL HEADS
SENIOR HIGH SCHOOL HEADS
DIVISION SECTION HEADS
ALL CONCERNED

1. In connection with the closing of books of accounts for CY 2017, the Budget and Finance Section sets deadlines for the signing of documents and processing of the following financial transactions:

a. Signing of Purchase Requests	:	December 8, 2017
b. Submission of Request for Cash Advances for MOOE and SBFP allocations	:	December 8, 2017
c. Signing of Purchase Orders and obligation of other claims for immediate payment within December 2017	:	December 22, 2017
d. Obligations for Accounts Payable (Schools Only)	:	December 22, 2017
e. Obligations for Accounts Payable (Division Office Only)	:	December 27, 2017
f. Submission of supporting document for the liquidation of Cash Advances for MOOE and SBFP Allocations, official travels, and Special Projects for checking	:	December 22, 2017

2. Furthermore, it is requested that submission of reimbursement for traveling expenses incurred for October 2017 and prior months should be on or before November 29, 2017 to give ample time for the checking of documents.

3. Deadline for the liquidation of cash advances for MOOE and SBFP allocations, official travels and Special Projects should be on December 26, 2017. Liquidation 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.

4. All expenses related to CY 2017 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 27, 2017.

5. There will be no Continuing Appropriation for CY2018. Hence, full utilization of CY 2017 allotments is encouraged.

6. For your information and guidance.

DepEd Schools Division of Digos
RELEASED 11745
Date: 06 NOV 2017 Time: 11:28

WINNIE E. BATOON, EdD *Bv: 1*
Officer in Charge
Office of the Schools Division Superintendent

DEPED CITY DIVISION: DEADLINE FOR SIGNING AND PROCESSING OF DOCUMENTS OF ALL FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY 2017

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Date: 06 NOV 2017 Time: 11:31

WEB
WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

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