



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
 No. 937, s. 2019

October 23, 2019

DEADLINE FOR SIGNING OF DOCUMENTS AND PROCESSING OF ALL FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY 2019

To: EDUCATION SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SCHOOL HEADS
 SUPPLY OFFICER
 BIDS AND AWARDS COMMITTEE
 SECTION HEADS

1. In connection with the closing of books of accounts for CY 2019, this office sets deadlines for the signing of documents and processing of the following financial transactions:

a) PT Cash Day for SBFP (4 th Cycle)	:	November 4, 2019
b) PT Cash Day for MOOE (Liquidation of October Allocation)	:	November 6, 2019
c) CY 2019 Travel Reimbursement for September 2019 and prior months	:	November 15, 2019
d) PT Cash Day for SBFP (5 th and 6 th Cycles)	:	December 3, 2019
e) Signing of Purchase Requests	:	November 29, 2019
f) Signing of Purchase Orders	:	December 11, 2019
g) PT Cash Day for MOOE (Liquidation of November-December Allocation)	:	December 20, 2019
h) Liquidation of Cash Advances granted for Travel and Special Disbursing Officers	:	December 20, 2019
i) Submission of documents for Obligation (Accounts Payables)	:	December 20, 2019
2. As agreed, travel reimbursements should be made monthly, hence unclaimed previous months' travel reimbursements will be subject to availability of funds.
3. All personnel with unliquidated cash advances will not be given additional cash advance and salaries will be withheld under COA Circular No, 97-002 and PD 1445 unless they liquidate all cash advances given them.
4. Schools with unclaimed allocations beyond November 15, may charge their expenses by submitting billings or complete supporting documents at the office not later than the deadlines set.
5. All expenses related to CY 2019 should be obligated within the year. This office will not assume responsibility for expenses incurred which were not obligated.
6. For compliance and wide dissemination.

DEPED Schools Division Office - Digos
 RECORDS SECTION
RELEASED
 44947
 DATE: OCT 23 2019 TIME: 10:15 AM

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

To be indicated in the Perpetual Index under the following subjects:
 YEAREND DEADLINE

DEPED-ACCOUNTANT III: **DEADLINE FOR SIGNING OF DOCUMENTS AND PROCESSING OF ALL FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY 2019**
 23 October 2019