



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM

November 4, 2020

No. 528 s. 2020

**DEADLINES OF FINANCIAL TRANSACTIONS IN PREPARATION FOR THE
CLOSING OF BOOKS FOR CY 2020**

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

1. In connection with the closing of books of accounts for CY 2020, this office sets deadlines for the submission of documents and processing of the following financial transactions:

a. CY 2020 Travel Reimbursements for September and prior months	:	November 15, 2020
b. Submission of Purchase Request by program holders and other division personnel	:	November 15, 2020
c. Final cash advance downloading for School MOOE Allocations	:	November 20, 2020
d. Submission of Purchase Request by School Heads to be procured by the Division Office	:	November 23, 2020
e. Submission of Purchase Orders to Budget Section for obligation	:	December 11, 2020
f. Obligation of expenses to be charged as Accounts Payables	:	December 18, 2020
g. Liquidation of cash advances granted by the Division Office to officers and employees	:	December 18, 2020
h. Liquidation of cash advances granted by the Division Office to special disbursing officers (SDO personnel and School Heads)	:	December 22, 2020

2. As agreed, travel reimbursements should be claimed monthly, hence late submitted travel reimbursement documents will be processed subject to availability of funds.
3. School Heads with unclaimed MOOE allocations and/or have unliquidated cash advance as of November 20, 2020, may charge their expenses by submitting billings or Purchase Requests at the Division Office per Deped Order No. 8 s. 2019 not later than the **November 23, 2020**. Purchase Requests should be verified by the Mrs. Evangeline A. Hernan, Education Program Supervisor / SBM Coordinator prior to approval by the Schools Division Superintendent. Once verified, she will affix her initial under the name of the Schools Division Superintendent.
4. All personnel with unliquidated cash advances will not be given additional cash advance and salaries will be withheld pursuant to COA Circular No. 97-002 and PD 1445 unless they liquidate all cash advances granted to them as prescribed under COA Circular No. 97-002. However, it is mandated that liquidation of outstanding cash advances must be made within CY 2020.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

5. All expenses related to CY 2020 should be obligated within the year. This office will not assume responsibility for expenses incurred but documents were not submitted to the Budget Section for obligation.
6. For compliance and wide dissemination.



CRISTY C. EPE
Schools Division Superintendent



DepEd Schools Division of Digos City,
RECORDS SECTION

RELEASED 20-63930

DATE: 09 NOV 2020 TIME: 2:41 pm

BY: f