



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

DIVISION MEMORANDUM
No. 538, s. 2021

September 13, 2021

**DEADLINE FOR SIGNING OF DOCUMENTS AND PROCESSING OF ALL
FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY
2021**

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 2021 and to comply with the adoption of the Cash-Based Budgeting System per Executive Order (E.O.) No. 91 s. 2019, that emphasized the limiting to "within the fiscal year" timeframe of program/activity/ project (P/A/P) obligation and implementation, this office sets deadlines for the signing of documents and processing of the following financial transactions:
 - a) Signing of Purchase Requests (SDO Only) : October 8, 2021
 - b) Signing of Purchase Orders (SDO Only) : October 29, 2021
 - c) Last day of submission of Request of Cash Advances : November 19, 2021
 - d) Final PT Cash Day for MOOE (Liquidation of all outstanding cash advances granted to School Heads) : December 22, 2021
 - e) Liquidation of Cash Advances granted for Travel and other expenses to Special Disbursing Officers and Petty Cash Custodian : December 22, 2021
 - f) Submission of documents for Obligation (Accounts Payables) : December 20, 2021
2. As agreed, travel reimbursements should be made monthly, hence unclaimed previous months' travel reimbursements will be subject to availability of funds.
3. Program holders with downloaded funds are advised to prepare their procurement documents to comply with the deadlines set above even activities are scheduled in November and December. As much as possible, conduct of seminars/trainings/activities should not be later than November 30, 2021.





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4. Catering services for virtual meetings and trainings are highly discouraged except when IATF allows attendees to be in a designated place specifically assigned as venue for the attendance of the said meeting or training.
5. Validity of all appropriations per NBC No. 583 s. 2021 is until December 31, 2021, hence, everyone is advised to make sure that funds are efficiently utilized and disbursed within CY 2021.
6. All cash advance granted must be liquidated within CY 2021. All personnel with unliquidated cash advances will not be given additional cash advance in the ensuing year and salaries will be withheld as stipulated under COA Circular No. 97-002 and PD No. 1445 unless they liquidate all cash advances given them.
7. All expenses related to CY 2021 should be obligated within the year. This office will not assume responsibility for expenses incurred which were not obligated.
8. For compliance and wide dissemination.

CRISTY C. EPE
Schools Division Superintendent

