



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

OSDS-2022-019 _____

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

Subject : **DEADLINE FOR SIGNING OF DOCUMENTS AND PROCESSING OF ALL FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY 2022**

Date : December 22, 2022

In connection with the closing of books of accounts for CY 2022 this office sets deadlines for the processing of the following financial transactions:

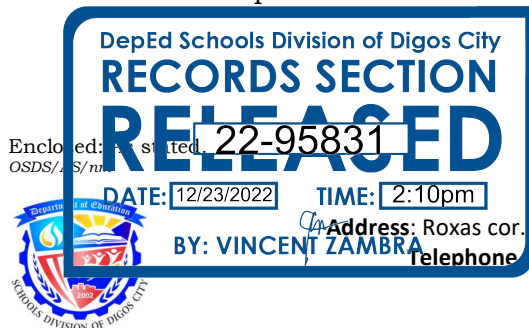
- a) Liquidation of Cash Advances granted for Travel and other expenses to Special Disbursing Officers and Petty Cash Custodian on **December 28, 2022**, except cash advances granted to School Heads which shall follow the deadline set per OM OSDS 2022-017 re: Submission of the School's Year-End Reports and Liquidation.
- b) Submission of claims to be taken up as accounts payables is on **December 27, 2022**.

All cash advances granted must be liquidated within CY 2022. All personnel with unliquidated cash advances will not be given additional cash advances 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 to them.

All expenses related to CY 2022 should be obligated within the year. This office will not assume responsibility for expenses incurred that were not obligated.

No extension for the said set deadlines except for justifiable reasons.

For compliance and wide dissemination.



CRISTY C. EPE
Schools Division Superintendent

