



1124071452

Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 068, s. 2024

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

Subject : **DEADLINE FOR THE SIGNING OF DOCUMENTS AND PROCESSING OF ALL FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY 2024**

Date : November 29, 2024

In connection with the closing of books of accounts for CY 2024 this office sets deadlines for the processing of the following financial transactions:

- a) Documents for travel claims for the period of August 2024 to November 2024 should be submitted to the Accounting Section on or before December 4, 2024.
- b) Documents for obligation should be submitted on or before December 20, 2024
- c) Liquidation of Cash Advances granted for Travel and other expenses to Special Disbursing Officers and Petty Cash Custodian on December 27, 2024.
- d) Submission of claims/expenses to be taken up as **accounts payable** is on December 27, 2024.

All cash advances granted must be liquidated within CY 2024. 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 2024 should be obligated within the year. This office will not assume responsibility for expenses incurred that were not obligated.

No extension for the said deadlines except for justifiable reasons.

For compliance and wide dissemination.

For and in the absence of the SDS:

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: DEC 02 2024 TIME: 7:11a
BY:

SOLLIE B. OLIVER, JD, MATE
Chief Education Supervisor
School Governance and Operations Division
Officer-In-Charge

