



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 378

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

Subject : **DEADLINE FOR THE SIGNING OF DOCUMENTS AND PROCESSING OF ALL FINANCIAL TRANSACTIONS IN PREPARATION FOR THE CLOSING OF BOOKS FOR CY 2025**

Date : December 4, 2025

In connection with the closing of books of accounts for CY 2025, this office sets the following deadlines for the processing of financial transactions:

- A. Submission of documents for travel claims covering the period August 2025 to November 2025 should be made to the Accounting Section on or before December 10, 2025.
- B. Liquidation of Cash Advances granted for travel and other expenses to the Special Disbursing Officer and Cash Custodian must be completed on or before December 26, 2025.
- C. Non-PSU personnel should submit their Daily Time Records (DTR) as follows:
 - a. December 1–15, 2025: Submit not later than December 16, 2025.
 - b. December 16–31, 2025: Submit on the last working day, December 29, 2025.
- D. Submission of other claims for obligation should be completed on or before December 22, 2025.

All cash advances granted must be liquidated within CY 2025. Personnel with unliquidated cash advances will be given additional clearance from the ensuing




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year until such time that all cash advances are liquidated, in accordance with COA Circular No. 97-002. This office will not process CY 2025 transactions not obligated and will not assume responsibility for expenses incurred.

No extension of the deadlines above will be granted except for justifiable reasons.

For compliance and wide dissemination.


MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: DEC 09 2025 TIME: 8:50 W
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