



Republic of the Philippines
Department of Education
Region V
DIVISION OF SORSOGON
Sorsogon




DIVISION MEMORANDUM
No. 207 S. 2019

CLOSING OF BOOKS OF ACCOUNTS FOR CALENDAR YEAR 2019

To Assistant Schools Division Superintendent
CID and SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. In order for this Office to maximize the 2019 budget and to submit the year end financial reports to DepEd Regional Office and other line agencies of the government such as the Commission on Audit, Department of Budget and Management, Bureau of Treasury and the Bureau of the Internal Revenue on time, all concerned are informed that all PS, MOOE and CO claims must be forwarded to the **Finance Unit-Budget Section as soon as incurred** for immediate processing and booking up.
2. Deadline of submission are as follows:
October 31, 2019 – Claims from January – September 30, 2019
November 29, 2019 – Claims from October 1 – November 28, 2019
December 16, 2019 – Claims from December 1 – December 15, 2019
3. Claims will not be accepted and processed if submitted beyond schedule.
4. Please be reminded that all funds regardless of allotment class (PS, MOOE and CO Fund) are valid only until **December 31, 2019** pursuant to Cash Based Budgeting System per Executive Order No. 91 dated September 9, 2019.
5. Secondary schools with fiscal autonomy are enjoined to observe the same cut-off date.
6. For strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent