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Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OF SORSOGON

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October 8, 2020

**Division Memorandum**  
**No. 160, s. 2020**

**CLOSING OF BOOKS OF ACCOUNTS FOR CALENDAR YEAR 2020**

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 2020 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 30, 2020 - Claims from January 1 - September 30, 2020  
December 1, 2020 - Claims from October 1 - November 30, 2020  
December 16, 2020 - Claims from December 1 - December 15, 2020
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, 2020** 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