



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

---

October 8, 2020

**Division Memorandum**  
No. (G), s. 2020

**SUBMISSION OF FINANCIAL CLAIMS NEEDING BUDGET FOR 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. This has reference to the November 15, 2020 deadline set by the Department of Budget and Management to all government agencies requesting release of additional Special Allotment Release Orders (SAROs) and cash allocations.
2. For the Salaries and Other Personnel Services (PS) claims of the newly hired teaching and non-teaching personnel, the following documents must be submitted by the Personnel Section to **Finance Unit- Budget Section** on or before October 30, 2020.
  - a. Notice of Organization, Staffing and Compensation Action (NOSCA)
  - b. Copies of Appointments
  - c. Computation of Annual Requirement of Employees' salaries and benefits.
3. For activities funded by MOOE/CO funds like GAD ACTIVITIES, INSET and Other Related PPAs, all duly approved work and financial plans, project proposals and training designs must be submitted to **Finance Unit- Budget Section** on or before October 30, 2020.
4. Contracts, Purchase Orders, Approved Purchase Requests and Proposals needing budget must be also be submitted to **Finance Unit- Budget Section** on or before October 30, 2020.
5. Financial claims needing budget which are submitted and received by the **Finance Unit- Budget Section** after October 30, 2020 will be treated as Accounts Payable and will be paid the following year.



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

---

6. Please be reminded that all funds regardless of allotment class (PS,MOOE,CO) are valid until December 31, 2020 only pursuant to Cash Budgeting System pe Executive Order No. 91 dated September 9, 2019.
7. Secondary schools with fiscal autonomy are enjoined to observe the same cut-off date.
8. For strict compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

		<b>Juban Writers</b>	<b>Carmelo Fulo Alona Grefaldeo Daryl Hainto Nancy Molina</b>
		<b>Layout Artists</b>	<b>Marlene Venus Guerero Jasmin Esteranon</b>
		<b>Magallanes North Writers</b>	<b>Rizza Romano Elena Cruz Irene Rempillo Rhodora Escobal</b>
		<b>Lay out Artists</b>	<b>Edna Milla Catherine Sales</b>
		<b>Magallanes South Writers</b>	<b>Charita Arieta Darwin Alcario Eva Vergara Ramil Lucenario</b>
		<b>Layout Artista</b>	<b>Zander Razo Jay Buelo</b>
		<b>Matnog Writers</b>	<b>Jane Garbida Sheena Garbida Lyn Galeria Aileen Gardon</b>
		<b>Layout Artists</b>	<b>Mark Primo Sison Lorenzo Garcera</b>
		<b>Pilar 1 Writers</b>	<b>Irene Mae Elli Dinah Bausa Leslie Celerio Janice Villarin</b>
		<b>Layout Artists</b>	<b>Cynthia Mantes Jenny Magcayan</b>
		<b>Pilar 2 Writers</b>	<b>Leila Mestiola Maridel Anonuevo Ruth Pasadilla Leny Mosquite</b>
		<b>Layout Artists</b>	<b>Hubert Tee Egielyn Lovendino</b>
		<b>Pto. Diaz Writers</b>	<b>Ramon Emnil Jocy Detecio Cherry Duka</b>