



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

DIVISION MEMORANDUM
NO. 327 series of 2025

CUT-OFF DATES OF FINANCIAL CLAIMS

To : Assistant Schools Division Superintendent
Chiefs- CID and SGOD
Unit heads and Section Heads
School Heads – Elementary and Secondary
All Others Concerned

1. To maximize funds and prevent the unnecessary lapsing of cash allocation, ALL financial claims for payment shall be forwarded to the Budget Section for obligation.
2. The cut-off dates of financial claims:

Claims	Cut-off date
Claims from January to October 31, 2025	November 15, 2025
Claims from November 1 - 30, 2025	December 5, 2025
Claims from December 1 – December 15, 2025	December 16, 2025

3. The Documentary Requirements for Common Government Transactions pursuant to COA Circular 2012-001 shall be followed.
4. Secondary schools with fiscal autonomy are encouraged to observe the same cut-off dates.
5. For strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

