



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

November 9, 2023

DIVISION MEMORANDUM No. 249, s. 2023

SUBMISSION OF CLAIMS

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

1. In order to maximize funds and prepare financial reports on time, all Disbursement Vouchers, duly obligated and with complete COA required attachments for all claims (PS, MOOE, and CO) must be forwarded to the Finance Unit – Accounting Section immediately to facilitate disbursement subject of accounting and auditing rules and regulations.
2. Below are the due dates for submission of claims:

November 30, 2023 - All claims from January to November 15, 2023
December 15, 2023 - All claims from November 16, 2023 to December 15, 2023
3. Process owners and program coordinators are instructed to implement and monitor their PPAs within the prescribed timeline to avoid lapsing of funds.
4. Secondary schools with fiscal autonomy are also instructed to maximize funds and to prepare financial reports to be submitted to COA, DBM and other oversight agencies within the prescribed timeline.
5. For strict compliance

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

RJF/ Accounting/ EOFYmemo
Nov. 9, 2023



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CIP 5461/21/05/1163