



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

---


November 17, 2021

**Division Memorandum**  
No. 34, s. 2021

**SUBMISSION OF CLAIMS**

To Assistant Schools Division Superintendent  
CID and SGOD Chief  
School Heads of Secondary Implementing Units  
Unit and Section Heads  
All Others Concerned

1. In order for us 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 to accounting and auditing rules and regulations.
2. Below are the due dates for the submission of claims.  
  
November 30, 2021 - All claims from January to November 15, 2021.  
  
December 15, 2021 - All claims from November 16, 2021 to December 15, 2021.
3. The summary of validity of funds provided in Section 62 of the 2021 General Appropriations Act under cash-based budgeting can be found in page 2.
4. Process owners and program coordinators are instructed to implement and monitor their PPAs within the prescribed timeline to avoid lapsing of funds.
5. 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.
6. For strict compliance.

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