



Republic of the Philippines
Department of Education
Region VII, Central Visayas



DIVISION OF BOHOL
City of Tagbilaran

Division Memorandum

No. 574s. 2018

To : All Elementary, Secondary School Principals, Division and District Supervisors,
PMU, Property and Unit Supply and Others Concerned

Date : November 07, 2018

Subject : DEADLINE IN THE SUBMISSION OF ALL FINANCIAL CLAIMS FOR CY 2018

In as much as the validity of our Budgetary Allotments and Cash Allocation is only until December 31, 2018, the **deadline** in the submission of all valid financial claims chargeable against appropriations for Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) is on **December 12, 2018 at 5:00 pm.**

All financial claims and requests for payment/reimbursements for Salaries and other Personnel Benefits, Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) shall be submitted to this Office on or before the said date. Only financial claims with complete supporting documents will be obligated and processed for payment. Financial claims submitted beyond the above-mentioned date will no longer be entertained and paid.

For strict adherence and implementation.


NIMFA D. BONGO, Ed.D., CESO V
Schools Division Superintendent 