



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

June 11, 2024


DIVISION MEMORANDUM
No. 274, s. 2024

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 260, s. 2024 - SDO BOHOL
GUIDELINES IN ACCEPTING BILLINGS FOR PAYMENT PROCESS FOR
CONSTRUCTION PROJECTS**

To: Assistant Schools Division Superintendents
Chiefs SGOD & CID
Physical Facilities Unit
All Others Concerned

1. This office informs the correction to the percentages of completion that will be accepted for payments as provided in DM No. 260 s. 2024
2. Payments will be disbursed in four (4) installments categorized as follows based on the percentage of project completion:
 - 1st Partial Payment - 20% to 49% accomplishment
 - 2nd Partial Payment - 50% to 74% accomplishment
 - 3rd Partial Payment - 75% to 85% accomplishment
 - Final Billing Payment - 100% accomplishment

For internal control purposes, billing/invoices reflecting progress from 86% to 99% will not be considered for acceptance.
3. All remaining stipulations of DM No. 260 s, 2024 shall remain in effect.
4. Immediate and wide dissemination of this memorandum is hereby directed.


CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent