MEMORANDUM No. : G76 s. 2016

TO : DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
DIVISION SUPPLY OFFICER
DIVISION SECTION HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL DIVISION PERSONNEL

FROM : DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent


DATE : November 4, 2016

In connection with the closing of books of accounts for CY 2016, the accounting section sets deadlines for the signing of documents and processing of the following financial transactions:

2. Signing of Purchase Orders : December 9, 2016
5. Liquidation of Cash Advances : December 26, 2016

Furthermore, it is requested that submission of reimbursement for traveling expenses incurred for October 2016 and prior months should be on or before November 18, 2016 to give ample time for checking of documents.

Release for additional cash advances for school MOOE and SBFP is until November 25, 2016 only. Deadline for liquidation of cash advance does not mean submission of liquidation documents for checking but rather denotes that all deficiencies are already complied with on the cut-off date set. All School Heads with unliquidated cash advances will not be given additional cash advance next year and salaries will be withheld pursuant to COA Circular No, 97-002 and PD 1445 unless they liquidate all cash advances given them.

All expenses related to CY 2016 should be obligated within the year. This office will not assume responsibility for obligations incurred which were not obligated. Deadline for submission of complete supporting documents for expenses that should be obligated within the year will be on December 26, 2016.

For your information and guidance.