



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



DIVISION MEMORANDUM NO. 43, 2016

Date: May 11, 2016

To: **Assistant Schools Division Superintendent
SGOD/ CID Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Chiefs
All Other Concerned**

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date MAY 11 2016
Time 10:25 am
By [Signature]

Subject: **Cut-off date of financial transactions for 2nd Quarter CY 2016**

In order for this Office to fully utilize our cash allocation and to prevent the occurrence of material lapse cash allocation, in connection with upcoming CY 2016 Mid-Year Financial Reporting Workshop to be held at our Division on July 4-8, 2016, we would like to inform you that all financial claims must be submitted to Budget and Accounting Section **on or before June 20, 2016** for immediate processing and booking up. Likewise, all liquidation reports (except for SBM Grant 2014, Gulayan sa Paaralan, School Based Feeding Program must be settled immediately) must be all submitted to the Accounting Section on the same cut-off date.

Secondary Schools with fiscal autonomy are enjoined to observe the same cut-off date.

For strict compliance and guidance.

[Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent *[Signature]*