DIVISION MEMORANDUM NO. 42, 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

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

aja/acctmll
S/11/16