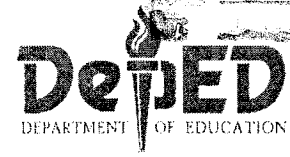




Republic of the Philippines  
Department of Education  
Region V - (Bicol)  
**DIVISION OF CATANDUANES**



**MEMORANDUM**

To : DIVISION OFFICE PERSONNEL  
Public Schools District Supervisor  
Elementary & Secondary School Heads  
All Concerned

From: *Nympha D. Guemo*  
**NYMPHA D. GUEMO**  
Assistant Schools Division Superintendent  
OIC- Office of the SDS

Subject: Deadline for the Submission of Disbursement Vouchers

Date : December 17, 2015

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This Office is setting the deadline for the submission of the Disbursement Vouchers for all claims on **December 21, 2015**, due to the cut-off set by the Land bank of the Philippines .

Vouchers received beyond the date stated means an accounts payable and will be paid next year.

For wide dissemination.