



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES


November 25, 2024

DIVISION MEMORANDUM
No. 612, s. 2024

DEADLINE OF SUBMISSION OF MONETARY CLAIMS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Elementary and Secondary Public School Heads
All Others Concerned

1. To ensure the immediate settlement of due and demandable obligations and closing of the financial books on time (December 31, 2024), please submit monetary claims (travel, purchases, salaries, etc.) not later than **December 13, 2024**.
2. All documents submitted after the deadline shall be treated as Accounts Payable, meaning that it will be paid upon release of the appropriate budget in the fiscal year 2025.
3. Any monetary claim submitted after December 27, 2024, shall no longer be paid unless the reason for delay is considered justifiable and approved by the undersigned.
4. Strict compliance to this memorandum is desired.


CECILE C. FERRO CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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