



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. 478, s. 2023

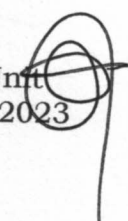
To: Assistant Schools Division Superintendents
Division Chiefs
Unit Heads
Public Schools Division Supervisors
Elementary and Secondary School Heads
All Others Concerned

**DEADLINE OF SUBMISSION FOR PAYMENT OF ALL VALID CLAIMS FOR
THE FISCAL YEAR (FY) 2023**

1. To ensure the timely settlements of the payables of the Division within the current year and prevent the carryover of pending payments to next year's cash disbursement program, all current year payments/claims (Payment to suppliers, reimbursement of travel and mobile and internet expenses, payment of supplementary payroll, loyalty, step increment, etc.) must be submitted to the Accounting Unit/Records Unit on or before December 8, 2023.
2. All claims submitted beyond the aforementioned date will be subjected for assessment. Should there be no longer funds available, the said claims will be recorded/set up as payables to be paid the following year.
3. Claims should have complete attachments otherwise, documents will be returned to concerned personnel and will not be marked as received.
4. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent

Accounting Unit
November 9, 2023



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