Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan

September 25, 2019

Division Memorandum
No. 324, s. 2019

SUBMISSION OF CLAIMS FOR CY 2019

To: Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Principals/Head Teacher-in-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Unit/Section Heads
All Others Concerned

1. This is to inform everybody concerned especially the Focal persons responsible for every Program/Activity/Project (PAP) for CY 2019 to coordinate immediately with the Bids and Awards Committee (BAC) to fast-track procurement and submit to the Division Budget and Finance Unit their corresponding requests to obligate Contracts and Purchase Orders.

2. For Maintenance and Other Operating Expenses (MOOE) of Elementary, Junior High and Senior High schools, the deadline for submission of request for cash advance for the last tranche is on September 30, 2019. Last release of MOOE for the year is on October 15, 2019 and all cash advances must be liquidated on or before December 16, 2019.

3. All claims other than cash advance must be submitted on or before November 29, 2019 to the Division Budget and Finance unit. Claims submitted beyond December 16, 2019 will no longer be paid by this Office. As this year 2019 is the period of Annual Cash Based Appropriation (ACBA), please be informed that payment should be made to goods delivered and services rendered only. Also ensure that all documentary requirements are complete and submitted for obligation before the deadline.

4. All creditors/payees concerned must also ensure that their bank accounts are maintained active to avoid invalidated entries in the List of Due and Demandable Accounts Payable (LDDAP).

5. For your information and compliance.

Dr. SALVADOR O. OCHAVO, Jr., CESO V
Schools Division Superintendent