



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



October 29, 2013

Division Memorandum

No. 660, s. 2013

SUBMISSION OF CLAIMS FOR CY 2013/LIQUIDATION OF CASH ADVANCES

To: District Supervisors/OICs
Elementary and Secondary School Heads

1. In line with the updating of claims for CY 2013, you are directed to submit all claims for Personal Services (PS) and MOOE to the Accounting Office for processing of payment.
2. Attendance for the month of November shall be used to support the December salary and other claims.
3. All claims must be prepared and submitted per district. Supporting documents shall be in two (2) copies.
4. All cash advances as of November shall be liquidated before the end of the year and cash advances granted for the month of December shall be liquidated before the end of January, 2014.
5. Deadline for submission of claims for CY 2013 shall be on December 06, 2013.
6. Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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