

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



September 29, 2016


DIVISION MEMORANDUM

No. 595, s. 2016

SUBMISSION OF SUPPORTING DOCUMENTS FOR MONEY CLAIMS IN CY 2016

To: District Supervisors/OICs
School Heads (Elementary & Secondary)
All Others Concerned

1. Please be informed that this office requires the submission of all supporting documents for the money claims such as but not limited to salaries, maternity benefits, loyalty pay, salary differential due to promotion/ step increment, hazard pay, etc. for the current year 2016.
2. To avoid any unpaid claims, please submit the required documents to the Accounting Section on or before December 10, 2016.
3. For strict compliance.


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Schools Division Superintendent

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