



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City




December 4, 2017

Division Memorandum No. 845, s. 2017

DEADLINE FOR THE SUBMISSION OF MONETARY CLAIMS FOR CY 2017

TO: Chiefs/ EPS's/ Division Coordinators/ SEPS's/ EPS's II
PSDS/ District OIC's
Section Heads of the Division
Elementary and Secondary Public School Heads
Public School Teachers (Elementary & Secondary)
Non-Teaching Personnel
All Others Concerned

1. The field is hereby informed that the Notice of Cash Allocation for the last quarter of 2017 will lapse on December 29, 2017.
2. Relative to this, all monetary claims such as salaries, bonuses, allowances, payment to suppliers and reimbursement of travelling and communication expenses (PS & MOOE) must be submitted to the Accounting Section on or before December 11, 2017.
3. Further, any unpaid claims submitted after the cut-off date may result to delayed / non-payment of claims and this office will not be made liable for any complaints that may arise therefrom.
4. Immediate dissemination of this Memorandum is desired.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent *OR*