



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



October 19, 2018


DIVISION MEMORANDUM

No. 724 s., 2018

DEADLINE FOR SUBMISSION OF UNPAID CLAIMS FOR CY 2018 AND PRIOR YEARS

To : Public Schools District Supervisors
School Heads/OICs/Caretakers
District/Central Senior Bookkeepers
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office through the Accounting Section hereby announces the deadline for the submission of unpaid claims which is on November 15, 2018 to give them enough time to process all claims. It has been observed that there are still so many who have not yet submitted their claims for salaries and other benefits, travels, etc. from previous months until to date.
3. Please be informed that any unpaid claims submitted after the lapsing of the NCA in the 4th quarter of CY 2018 may result to delayed/non-payment in FY 2019 due to Annual Cash-Based Appropriation and this Office will not be made liable for whatever complaints that may arise resulting to the delayed submission of all claims at your respective districts.
4. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent ✓

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