



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division Superintendent

September 7, 2020

DIVISION MEMORANDUM

No. 199, s. 2020

SUBMISSION OF ORIGINAL DOCUMENTS FOR ALL VARIOUS CLAIMS IN THE DIVISION OFFICE

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads & Teachers
District Bookkeepers
All Others Concerned

1. This Office hereby informs that starting September 8, 2020, the Accounting Section will no longer process claims without the original required documents attached to expedite submission of paid vouchers as being required by COA Office.
2. Since March 23, 2020, the Accounting Section personnel of this Office have been processing claims thru on-line submission due to Covid-19 Pandemic but as of this date, they are still retrieving all original documents that have been paid from the District through the six (6) sub-offices.
3. All claims for processing shall be submitted to the District Bookkeeper assigned in your area and the same shall be forwarded to the sub-offices for transmission by the assigned accounting personnel to the Division Office-Accounting Section or the District Bookkeepers may choose to hand carry it directly to the Division Office after securing an Appointment to Visit (ATV) through the Service Booking System in the RMIS Applications per Division Memo No. 195, s. 2020.
4. Immediate and widest dissemination of and compliance with this Memorandum is desired.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent



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