

Republic of the Philippines

Department of Education

CARAGA REGION SCHOOLS DIVISION OF SIARGAO



March 7, 2025

Division Memorandum

DEADLINE FOR THE SUBMISSION OF CASH ADVANCES, LIQUIDATIONS AND REIMBURSEMENTS

To: Assistant Schools Division Superintendent School Heads- Elementary and Secondary Senior Bookkeepers Bookkeepers **Disbursing Officers** This Division

- 1. For the information and guidance of all concerned, the Department of Education - Schools Division of Siargao would like to reiterate the deadline of submission of Cash Advances, Liquidations and Reimbursement.
 - a. Deadline for submission of Cash Advances to Accounting Office for School MOOE every 15th of the month.
 - b. The Deadline for submitting the transmittal of the School MOOE's liquidation of Cash Advance received by COA every 10th day of the following month.
 - c. Deadline for submission of Travel Reimbursement within thirty (30) days after the return to the permanent official station. Whereas, Mobile Reimbursement is every month.
- 2. Immediate wide dissemination of this memorandum is hereby directed.

MANUEL O. CABERTE

Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent

Ref: None Incls: None

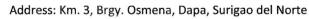
To be indicated in the perpetual index under the following subjects: CashAdvance Liquidation Reimbursement Accounting

MOSulapas/ACCOUNTANT MDMalacura/SB









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