



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



March 7, 2025

Division Memorandum

No. _____ s. 2025

03-084

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



Address: Km. 3, Brgy. Osmena, Dapa, Surigao del Norte
Contact No.: 09190040217
Website: sdosiargao.com

siargao@deped.gov.ph

DepEd Siargao