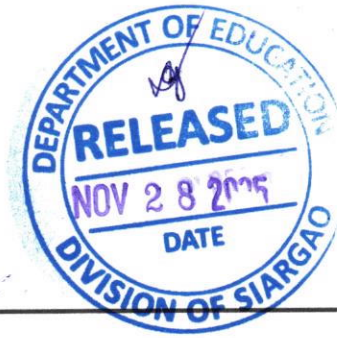




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Division Memorandum

No. **11-385**, 2025

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

DEADLINE FOR THE SUBMISSION OF ALL CLAIMS
(PS, MOOE, ALL FUNDS)

1. Pursuant to **Regional Memorandum No. 1288, s. 2025** regarding the **Year-End Reconciliation Workshop on the Preparation and Consolidation of Financial Reports**, all employees and offices are hereby advised of the following deadlines:
 - a) **Cash Advances**
 - b) **Submission of Travel Reimbursement Claims**
 - c) **Processing of Supplier Payments**
 - d) **Payroll and Salary Transactions**
2. All the above must be submitted and/or processed **on or before December 05, 2025** to ensure timely consolidation of financial records and compliance with regional directives.
3. Please be reminded of the following:
 - a) Requests or claims submitted beyond the deadline will **not be accommodated**.
 - b) Complete supporting documents must be attached to avoid delays.
 - c) Offices with pending obligations are expected to coordinate immediately with the Finance Unit.
4. Your strict compliance is necessary to facilitate accurate financial reporting and smooth year-end closing.
5. For immediate and wide dissemination.

MANUEL O. CABERTE
Schools Division Superintendent *aw*

Incl: as stated

Ref: as stated

To be indicated in the perpetual index under the following subjects:
CONSOLIDATION RECONCILIATION FINANCIAL RECORDS

FINANCE/mdmalacura
11/27/2025

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



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