



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

DIVISION MEMORANDUM
No. 04-117 s. 2026

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

REITERATION TO DM NO. 03-084 S. 2025 DEADLINE FOR THE SUBMISSION OF CASH ADVANCES, LIQUIDATIONS AND REIMBURSEMENTS

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 first month of the quarter.
 - b. The deadline for submission of School’s MOOE’s liquidation of Cash Advances to Accounting Office within that quarter to grant another Cash Advances in the following quarter.
 - c. Deadline for submission of Travel Reimbursement within thirty (30) days after the return to the permanent official station.
2. Immediate wide dissemination of this memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: None

Reference/s: As Stated

To be indicated in Perpetual Index under the following subjects

CASH ADVANCE LIQUIDATIONS REIMBURSEMENT

OSDS/mos
04/29/2026



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