



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 DEC 2020

DIVISION MEMORANDUM

No. 321 s. 2020

PAYMENT OF MONETARY CLAIMS

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Relative to the submission of pertinent documents for payment of money claims for personnel services, other maintenance and other operating expenses and capital outlay. The following due date/s shall be observed:

CLAIMS	DUE DATE/s	CUT OFF-TIME
PERSONNEL SERVICES RATA Compensation and other benefits (under supplementary payroll) Special Hardship Allowance and Hazard Pay	On or before December 4, 2020	3:00 PM
Maintenance and Other Operating Expenses (traveling, supplies and training) and Capital Outlay	On or before December 7, 2020	3:00 PM
School MOOE Cash Advance	On or before December 7, 2020	3:00 PM

2. This office shall process payments as to completeness of supporting documents, allotments and availability of funds. For compensation, corresponding penalty for the remittances shall be borne by the concerned personnel in case of late submission of documents. For any concerns/questions, kindly coordinate Finance Services Unit Personnel for further clarifications.

3. Immediate dissemination and strict compliance of this memorandum are desired.

ANIANO M. OGAYON, CESO V
 Schools Division Superintendent

Encl.:

As stated



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Reference:

COA Circular
DepEd Order
DBM Circular

To be indicated in the Perpetual Index under the following subjects:

Claims
Accounting
Payments



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