



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



DIVISION MEMORANDUM
No. 400 , s. 2018

TO: OIC- ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
ADMINISTRATIVE OFFICER V
HEADS OF PUBLIC ELEMENTARY SCHOOLS
AND JUNIOR AND SENIOR HIGH SCHOOL
ALL OTHER CONCERNED

FROM:  **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

SUBJECT: **PAYMENT OF MONETARY CLAIMS**

DATE: November 29, 2018

In connection with the payments of claims for personnel services, other maintenance and other operating expenses for CY 2018, 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)	On or before December 10, 2018	4:00 PM
Maintenance and Other Operating Expenses (Traveling,Supplies, Trainings etc.	On or before December 7,2018	4:00 PM
School MOOE Cash Advances	On or before December 7, 2018	4:00 PM

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. Failure to submit on time shall defer the release of claims.

Immediate dissemination and strict compliance of this memorandum are desired.

