



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

November 11, 2020

DIVISION MEMORANDUM
No. 224, s. 2020

CUT-OFF DATE FOR SUBMISSION OF VARIOUS CLAIMS (PERSONAL SERVICES, DIVISION MOOE, SCHOOL MOOE AND CAPITAL OUTLAY) TO THE DIVISION OFFICE

To: Public Schools District Supervisors
Principal-In-Charge
Public Elementary and Secondary School Heads
Bookkeepers
Disbursing Officers
All Others Concerned

1. In connection with the Closing of the 2020 Accounts and Submission of Year-End Financial Statements (FS) and Reports/Schedules to the Auditor pursuant to COA Circular No. 2015-007 dated October 22, 2015, this office instructs all Principal/School Heads and other personnel with financial claims to submit all the supporting documents on or before **December 5, 2020** for School MOOE 4th quarter allocation and on **December 15, 2020** for other claims chargeable against PS, Division MOOE and Capital Outlay Fund.
2. Documents submitted beyond the scheduled date but substantially supported with all the necessary documents shall be recorded as Payables.
3. Wide dissemination of this Memorandum is desired.


GORGONIO G. DIAZ JR. PhD, CESO V
Schools Division Superintendent



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