



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

November 20, 2024


OFFICE MEMORANDUM


No. 017, s. 2024


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

To: All PSDSs/PICs
Principals/School Heads
Bookkeepers and Disbursing Officers
Division Office Personnel
All Others Concerned

1. In connection with the Closing of the 2024 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 employees and personnel with financial claims to submit all the supporting documents to the Finance Section on or before December 20, 2024.
2. Wide dissemination of this Memorandum is desired.


GAUDENCIO C. ALIBE JR. PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar 
RELEASED

By 
Date 12.17.24



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