



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay



October 29, 2013

DIVISION MEMORANDUM

No. 709s. 2013

013
DepEd-MALAYBALAY CITY DIVISION
RELEASED

Date: 11/4/13 Time: 4:01 PM
By: Adriana Amante

To: All Unit Heads and Personnel Concerned
School Administrators Concerned
This Division

SUBJECT: DEADLINE FOR LIQUIDATION AND PROCESSING OF PAYMENTS

Under the New Government Accounting System (NGAS), government agencies must prepare and submit trial balances, financial statements and other reports needed by fiscal and regulatory agencies. To facilitate the timely submission of these reports, the accounting unit shall process disbursements and liquidations on or before the scheduled deadline:

Submission of Unpaid Travel Claims	December 2, 2013, Monday
Submission of Unpaid Honoraria/Salary (for services rendered January-November, 2013)	December 6, 2013, Friday
Submission of documents for the payment of Procured Goods and Services	December 13, 2013, Friday
Liquidation of School MOOE and Special Purpose Cash Advances	December 18, 2013, Wednesday

Furthermore, any unliquidated cash advance as of December 27, 2013 must be refunded in full per Section 5.8 of COA Circular No. 97-002 dated February 10, 1997 which provides that that all cash advance shall be liquidated at the end of the year.

For your information and compliance.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent