



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



December 11, 2013

DIVISION MEMORANDUM

No. 255 s. 2013

154  
Div. MALAYBALAY CITY DIVISION

RELEASED

To: Public Schools District Supervisors  
Elementary School Administrators  
All concerned

DATE: 12/11/13 TIME: 11:14 AM  
BY: Arabelle

SUBJECT: SUBMISSION OF CLAIMS RELATED TO THE DISTRIBUTION AND DELIVERY OF CENTRALLY PROCURED LEARNING AND TEACHING MATERIALS

Please be informed that an allotment is available for the payment of expenses related to distribution/delivery of centrally procured Learning and Teaching Materials from the Division/District Offices to the public elementary schools per Sub ARO No. OSEC 10-13-5366 in the amount of One Hundred Twenty Seven Thousand Eight Hundred Forty Six Pesos and 50/100 only (P127,846.50). The allotted amount is valid for obligation until December 31, 2013. In order to facilitate payment, you are hereby directed to submit the following documents in the Accounting Section on or before December 23, 2013:

1. Letter Request
2. Travel Order
3. Itinerary of Travel (Appendix A)
4. Certificate of Travel Completed (Appendix B)
5. Certificate of Appearance
6. Reimbursement Expense Receipt (RER)/Ticket, if any
7. List of Books Delivered

For compliance.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
JASMIN J. ADRIATICO  
Officer-in-Charge  
DEC 11 2013