



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



October 13, 2014

DIVISION MEMORANDUM

No. 297s. 2014

204
 Div. MALAYBALAY CITY DIVISION
RELEASED
 Date: 10/15/14 Time: 8:00AM
 : Anabelle

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

SUBJECT: DEADLINE FOR LIQUIDATION AND PROCESSING OF PAYMENTS

In the implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) all payments are made through direct credit to the creditor's current/savings/ATM account. Any unutilized cash at the end of the year is automatically reverted to the Bureau of the Treasury (BTr). To facilitate the timely submission of the BFARs and prevent reversion of unused NCA, the accounting section shall process disbursements and liquidations on or before the scheduled deadline:

- | | |
|--|------------------------------|
| Submission of Unpaid Travel Claims | December 1, 2014, Monday |
| Submission of Unpaid Honoraria/Salary
(for services rendered January-November,2014) | December 5, 2014, Friday |
| Submission of documents for the payment of
Procured Goods and Services | December 12, 2014, Friday |
| Liquidation of School MOOE
and Special Purpose Cash Advances | December 17, 2014, Wednesday |

Furthermore, any unliquidated cash advance as of December 23, 2014 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.

[Signature]
EDILBERTO L. OPLENARIA
 OIC - Schools Division Superintendent