



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City



December 8, 2014

DIVISION MEMORANDUM

No. 512, s. 2014

To: Public Schools District Supervisors
Elementary School Administrators
All concerned


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ed-MALAYBALAY CITY DIVISION
RELEASED
re: 7/5/14 Time: 8:38 AM
Abelardo

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 10-14-2292 in the amount of Fifty Thousand Seven Hundred Seventy & 50/100 Pesos Only (Php 50,770.50). The allotted amount is valid for obligation until December 31, 2014. In order to facilitate payment, you are hereby directed to submit the following documents in the Accounting Section on or before December 12, 2014:

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.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent