



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

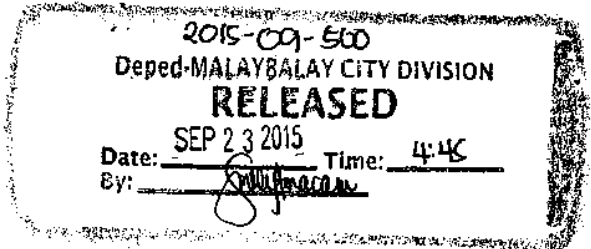


September 22, 2015

DIVISION MEMORANDUM

No. 363 s. 2015

To: Chief Education Supervisors
Section Heads and Unit Heads
School Administrators Concerned
This Division




SUBJECT: DEADLINE FOR LIQUIDATION AND PROCESSING OF PAYMENTS

As per National Budget Circular (NBC) No. 551 Guidelines on the Release of Funds for FY 2015, NCA issued and credited to the Regular MDS Sub-Accounts of agencies/OUs for their regular operations, shall be valid until the last working day of the 3rd month of that quarter. Hence, any unutilized cash at the end of the year is automatically reverted to the Bureau of the Treasury (BTr). To 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 2, 2015, Wednesday
Submission of Unpaid Honoraria/Salary (for services rendered January-November, 2015)	December 4, 2015, Friday
Submission of documents for the payment of Procured Goods and Services	December 11, 2015, Friday
Liquidation of School MOOE and Special Purpose Cash Advances	December 17, 2015, Thursday

Furthermore, any unliquidated cash advance as of December 21, 2015 must be refunded in full to ensure compliance to Section 5.8 of COA Circular No. 97-002 dated February 10, 1997.

For your information and compliance.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent