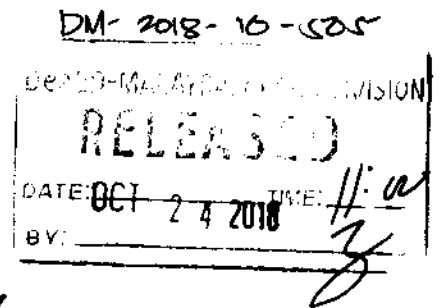




Republic of the Philippines  
Department of Education  
**DIVISION OF MALAYBALAY CITY**



**DIVISION MEMORANDUM**

NO. 505, s. 2018

TO: Assistant Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Service Head, Office of the Schools Division Superintendent  
Elementary and Secondary School Heads  
This Division

FROM:  **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE: October 24, 2018

**SUBJECT: PROCUREMENT, OBLIGATION AND DISBURSEMENT DEADLINES**

1. In order to ensure the quality utilization of programmed resources by year-end and to attain the same-year service delivery goal and improve performance of the Department, all concerned are hereby instructed to closely monitor the obligation and disbursement of their respective funds, fast-track procurement and immediately submit to the concerned offices, requests to obligate contracts, payments, and reimbursements of incurred expenditures.

2. In view thereof, you are enjoined to observe the following deadlines:

Last day of submission of approved Purchase Request with complete support documents to the Bids and Awards Committee – **November 16, 2018 (Friday)**

Last day of submission of documents such as contracts, payments and reimbursements incurred on or before November 26, 2018 including request for cash advances for School MOOE and other forms for cash advance – **November 29, 2018 (Thursday)**

Contracts, payments, reimbursements incurred after November 26, 2017 - **December 21, 2018 (Friday)** subject to availability of funds

3. Queries relative to this may be relayed to Budget Services of this Office at 09173002765.