



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-2019-11-388
DIVISION OF MALAYBALAY CITY
RELEASED
DATE: NOV 06 2019 2:43
BY: [Signature]

November 4, 2019

DIVISION MEMORANDUM
NO. 388, s. 2019

TO: Chief Education Supervisor and Staff, Curriculum Implementation Division
Chief Education Supervisor and Staff, Schools Governance and Operations Division
Section/Unit Heads
Elementary and Secondary School Heads
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent [Signature]

Re: 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 6, 2019 (Wednesday)**

Last day of submission of documents for payment such as contracts and reimbursements incurred on or before **November 25, 2019** including request for cash advances for School MOOE and other forms for cash advance – **November 29, 2019 (Friday)**

Contracts, payments, reimbursements incurred **after November 25, 2019 - December 20, 2019 (Friday)** subject to availability of funds

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