



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

DM 2020 - 10 - 409  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: 2020 TIME: 3:20  
BY: glaw

October 21, 2020

**DIVISION MEMORANDUM**

NO. 409, s. 2020

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 all 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 4, 2020 (Wednesday)**
  - Last day of submission of documents for payment such as contracts and reimbursements incurred **on or before November 27, 2020** including request for cash advances for School MOOE and other forms for cash advance – **December 4, 2020 (Friday)**
  - Contracts, payments, reimbursements incurred **after November 27, 2020 - December 18, 2020 (Friday)** subject to availability of funds
3. Queries relative to this may be relayed to Budget Services of this Office at 09173002765.