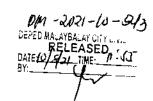




Republic of the Philippines Department of Education DIVISION OF MALAYBALAY CITY



October 6, 2021

DIVISION MEMORANDUM

NO.

*54*3.,

s. 2021

TQ:

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., CESQ₁V

Schools Division Superintendent

Re:

PROCUREMENT, OBLIGATION AND DISBURSEMENT DEADLINES

- 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 5, 2021 (Friday)
 - Last day of submission of documents for payment such as contracts and reimbursements incurred on or before November 29, 2021 including request for cash advances for School MOOE and other forms for cash advance – December 3, 2021 (Friday)
 - Contracts, payments, reimbursements incurred after November 29, 2021 **December 15, 2021 (Wednesday)** subject to availability of funds
- 3. Queries relative to this may be relayed to Budget Services of this Office at 09175294358.

Sayre Hi-way, Casisang, Malaybalay City Telefax # 088-314-0094; Tel No.: 088-813-1246

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