



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

702-57413
DM 2022-09-505
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 9/22/22 TIME: 3:50
BY: [Signature]

September 21, 2022

DIVISION MEMORANDUM
NO. 505, s. 2022

TO: Chief Education Supervisor and Staff, Curriculum Implementation Division
Chief Education Supervisor and Staff, School 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, attain the same-year service delivery goal and improve performance of the Department, all concerned are hereby enjoined to fully utilize allotments of respective programs, activities and projects.
2. As such, you are enjoined to observe the following deadlines:
 - Reimbursement of travel and communication expenses incurred **on or before September 30, 2022 – October 5, 2022 (Wednesday)**
 - Reimbursement of travel and communication expenses incurred and/or submitted **after September 30, 2022 – subject to availability of funds**
 - Approved Purchase Request with complete support documents to the Bids and Awards Committee – **November 3, 2022 (Thursday)**
 - Payment of contracts perfected **on or before November 29, 2022** including request for cash advances for School MOOE and other forms for cash advance – **December 2, 2022 (Friday)**
 - Payment of contracts perfected after November 29, 2022 - **December 14, 2022 (Wednesday)** subject to availability of funds
3. Queries relative to this may be relayed to Budget Services of this Office at 09175294358.

/s/ym



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060