



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

DM-2023-11-404
DEPED MALAYBALAY CITY DIVISION
RELEASED
NOV 6 2023 Time: 3:00
By: *[Signature]*

November 6, 2023

DIVISION MEMORANDUM

NO. 404, s. 2023

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: *[Signature]*
CHERRY MAE L. REYES
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 October 31, 2023 – deadline is November 9, 2023 (Thursday)
 - Reimbursement of travel and communication expenses incurred and/or submitted after October 31, 2023 – deadline is December 14, 2023 (Thursday) subject to availability of funds
 - Approved Purchase Request with complete support documents to the Bids and Awards Committee – November 9, 2023 (Thursday)
 - Payment of contracts perfected on or before November 29, 2023 including request for cash advances for School MOOE and other forms for cash advance – deadline is December 1, 2023 (Friday)
 - Payment of contracts perfected after November 29, 2022 - deadline is December 14, 2023 (Thursday) subject to availability of funds
3. Queries relative to this may be relayed to Budget Services of this Office at 09175294358.

/s/ym



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