



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY


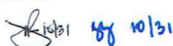


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DIVISION MEMORANDUM

No. 344, s. 2018

TO: Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
All Education Program Supervisors
Section Heads
All Public Elementary and Secondary School Heads
This Division

From:  **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent 

Subject: ^N Deadlines of all Financial Transactions FY 2018.

Date: October 31, 2018

1. All are hereby directed to adhere to the following deadlines of all financial transactions FY 2018.

Date	Particular
November 5, 2018	Last day for the submission of Purchase Requests of all existing budget.
November 23, 2018	Last day for the submission of Purchase Requests of all the coming Sub-Allotment Release Order and Letter of Advice of Allotment.
December 14, 2018	Liquidation of School MOOE.
December 21, 2018	SBFP and all Liquidation Reports from Division Personnel.
December 26, 2018	Last release FY 2018.
December 27, 2018	Last day for the submission of all Purchase Orders to be included in our Accounts Payable FY 2019.

2. All documents received after the stated deadlines will not be accepted.
3. Immediate dissemination and strict compliance of this Memorandum is desired.