



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

**Office of the Schools  
Division Superintendent**

December 11, 2023

DIVISION MEMORANDUM  
No. 545, s. 2023

**DEADLINES ON THE SUBMISSION OF YEAR-END REPORTS**

To: **Assistant Schools Division Superintendent  
Division Chiefs  
All Section Heads  
All Public Elementary School Heads  
All Public Secondary School Heads  
All Others Concerned**

1. To ensure the timely submission of the agency's year-end reports, this Office issues deadlines on the submission of various documentary requirements and reports from your respective offices.
2. Please see the following deadlines for your reference.

<b>Particulars</b>	<b>Deadlines</b>
Acceptance of documents for payment of PS, MOOE, and CO	December 20, 2023
Liquidation reports	December 22, 2023
Acceptance of documents for obligation of PS, MOOE, and CO	December 29, 2023

3. Reimbursements for travel, mobile, and transportation received for payments and obligations after the deadline will not be accepted.
4. Officials and employees who failed to liquidate all cash advances received in FY 2023 within the reglementary period, as prescribed in COA circular 97-002 dated February 10, 1997, and reiterated in COA circular 2009-022 dated May 18, 2009, shall not be entitled to the FY 2023 PBB.
5. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



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6. For information and guidance.

  
**RANDOLPH B. TORTOLA**   
Schools Division Superintendent

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