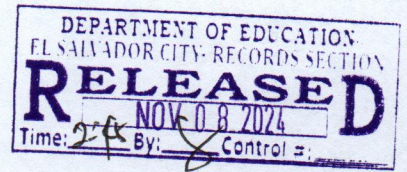




**Republic of the Philippines**  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



**Office of the Schools Division Superintendent**

November 08, 2024

**DIVISION MEMORANDUM**

No. 953, s. 2024

**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**  
 This Division

- 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.
- Below is the schedule of deadlines for reference.

PARTICULARS	DEADLINES
Acceptance of documents for payment of PS, MOOE, and Capital Outlay	December 20, 2024
Liquidation Reports	December 18, 2024
Acceptance of documents for obligation of PS, MOOE, and Capital Outlay	December 27, 2024

- Reimbursements for travel, mobile, and transportation expenses received for payments and obligations after the mentioned deadlines will not be accepted.
- Officials and employees who failed to liquidate all cash advances received in FY 2024 within the reglementary period, as prescribed in COA circular 97-



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 Telephone No: (088) 855-0113  
 Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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002 dated February 10, 1997, and reiterated in COA circular 2009-022 dated May 18, 2009, shall not be entitled to the FY 2024 PBB.

5. This issuance 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.
6. For information and guidance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

**YEAR-END RECON**

*Acctg/CDA*



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