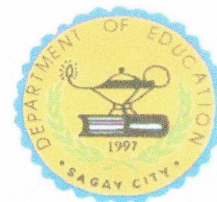




Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF SAGAY CITY



Quezon St., Poblacion 1, Sagay City, Negros Occ.

DIVISION MEMORANDUM


December 13, 2019

No. 493 s. 2019

CUT-OFF OF PAYMENT FOR CY 2019 DISBURSEMENT TRANSACTIONS

To: Chief of CID and all EPS
Chief of SGOD, EPS, PDOs and Nurses
Public Schools District Supervisors
OSDS Unit Heads
ALS Supervisor and Coordinators
All Other Division Personnel Concerned

1. This is to inform all division office personnel that Land Bank of the Philippines (LBP) has already set a cut off of processing our payment request on December 23, 2019.
2. With this, all division office personnel are hereby advised to submit to division Budget and Accounting Unit the necessary documents for all pending or unpaid travel claims, employee salaries/benefits and supplier billing **on or before December 18, 2019** for the issuance of Obligation Request Status (ORS) and processing of disbursement voucher for payment.
3. Unpaid claims submitted after the cut off will be lodged by Accounting Unit as Accounts Payable (AP) and payment will be on subsequent year subject to DBM guidelines and policies on AP.
4. Please give this your preferential attention to minimize non-payment or disallowed claims for reimbursement or payment.
5. Immediate and wide dissemination of this memorandum is desired.


ARLENE G. BERMEJO, CESO VI
Asst. Schools Division Superintendent
OIC - Office of the Schools Division Superintendent