



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V(Bicol)

**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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**RELEASED**

Division of Catanduanes  
RECORDS SECTION  
Date: **NOV 27 2018**  
Time: **8:35 AM**  
Initial/Signature: *[Signature]*

MEMORANDUM TO ;            **DIVISION OFFICE PERSONNEL  
ELEMENTARY SCHOOL PRINCIPALS/HEAD TEACHERS/  
OFFICER-IN-CHARGE  
SENIOR & JUNIOR HIGH SCHOOL PRINCIPALS/  
OFFICER-IN-CHARGE  
ALL OTHER CONCERNED**

FROM                            :            *[Signature]*  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent *[Signature]*

DATE                            :            November 20, 2018

SUBJECT                        :            **CUT-OFF/DEADLINE FOR THE SUBMISSION OF CASH  
ADVANCES, CLAIMS OF INTERNAL AND EXTERNAL CREDITORS  
AND ALL OTHER RELATED TRANSACTIONS**

In view of the cut-off set by the depository bank on **December 21**, this Office hereby directs/orders the setting of the date for the cut-off of submission of all claims and other transactions for Personal Services, Maintenance and Other Operating Expenses, Capital Outlays and other Special Purpose Funds on **December 14, 2018**. **There will be no extension**. This will facilitate the processing thus immediate payment of all claims before the year ends.

Immediate dissemination of this memorandum is enjoined.