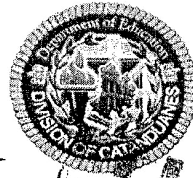




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



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Date: DEC 19 2014
Time: 10:00 AM
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MEMORANDUM

TO : **District Supervisors
Division Office Personnel**

FROM : **JOSE L. DONCILLO, CESO VI**
Schools Division Superintendent

SUBJECT : **All valid claims chargeable against Division Office current appropriations**

DATE : December 18, 2014

Another accounting year is about to end. It is a usual practice before closing the book of accounts to distinguish various existing claims. Hence, we would like to inform that all valid claims chargeable against Division Office current appropriation shall be prepared until December 23, 2014 to be included in the final disbursement for FY 2014.

All claims after December 23, 2014 but not later than December 31, 2014 are still acceptable however; it will be part of our accounts payable and expected to be paid in FY 2015.

For information and proper guidance.