



January 3, 2017

**DIVISION MEMORANDUM**

No. 01 s. 2017

**MONTHLY SCHEDULE OF THE SUBMISSION OF VARIOUS CLAIMS/CASH ADVANCES  
TO THE ACCOUNTING SECTION**

TO: **ASDS/Education Program Supervisors/Coordinators/  
Public Schools District Supervisors/  
School Heads of Non-implementing Units/  
Division Office Personnel**

1. In connection with DBM Circular Letter No. 2013-12 dated November 21, 2013, **all regular travel claims and other various expenses** (such as trainings /seminars and office supplies) for the month must be submitted to the Accounting Section for payment before the month ends.
2. The schedule of submission of **travel claims** and other **various expenses** (such as trainings /seminars and office supplies and MOOE for District Offices for reimbursement) are as follows:

<u>Month</u>	<u>Date of Submission</u>
January	January 23, 2017
February	February 20, 2017
March	March 20, 2017
April	April 21, 2017
May	May 22, 2017
June	June 20, 2017
July	July 21, 2017
August	August 23, 2017
September	September 20, 2017
October	October 24, 2017
November	November 22, 2017
December	December 18, 2017

3. Failure to submit the travel claims and various expenses on the above deadlines may subject the said claims for **ACCOUNTS PAYABLE**.
4. Moreover, failure of the personnel to liquidate a previous cash advance shall not entitle him for a grant of another cash advance for the same purpose.
5. For the information, guidance and strict compliance

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent