



Republic of the Philippines
Department of Education
Region VI – Western Visayas

November 24, 2023



DIVISION MEMORANDUM

No **618** s. 2023

**DEADLINE FOR THE SUBMISSION OF DOCUMENTS
FOR OBLIGATION OF 2023 TRANSACTIONS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Please be informed that the cut-off date for the submission of all requests for obligation of all Programs, Activities, and Projects (PAPs) for 2023 transactions to the Budget Section will be on **December 15, 2023**.
2. Submission on December 16, 2023 up to January 2, 2024 shall be treated as accounts payable.
3. Submission on January 3, 2024 and beyond, on which the books of accounts have been closed and submitted to the Regional Office and Central Office, shall no longer be entertained.
4. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: As stated

Reference: DepEd Regional Memorandum No. 76, s. 2023

To be indicated in the Perpetual Index
under the following subject;

DEADLINE

OBLIGATION

REQUEST



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@depd.gov.ph