



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



November 4, 2024

DIVISION MEMORANDUM  
No **691** s. 2024

**DEADLINE FOR THE SUBMISSION OF DOCUMENTS  
FOR OBLIGATION OF 2024 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 2024 transactions to the Budget Section will be on **December 17, 2024**.
2. Submission on December 18, 2024 up to January 2, 2025 shall be treated as accounts payable.
3. Submissions on January 3, 2025 and beyond, on which the books of accounts have been closed and submitted to the Regional and Central Offices, 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



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