



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 17, 2026

DIVISION MEMORANDUM

No. 306 s. 2026

**DEADLINE OF SUBMISSION OF VALID CLAIMS FOR OBLIGATION AND
PAYMENT FOR CALENDAR YEAR 2026**

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

1. To ensure that all valid claims of personnel, suppliers, service providers, and other creditors are duly obligated and eventually be paid, this Office through the Finance Unit, sets the following deadlines for the submission of all valid claims and/or billings for Calendar Year (CY) 2026:

PARTICULARS	DEADLINE
Submission of valid claims to the Budget Section for processing of obligation:	December 11, 2026
Submission of valid obligations to the Accounting Section for processing and eventual payment:	December 18, 2026

2. All claims submitted to the Budget Section beyond the prescribed deadline shall not form part of the valid obligations of this Office for CY 2026. However, obligations that remain valid for payment beyond December 31, 2026 shall be included in the List of Due and Demandable Obligations (Accounts Payable), provided that the said claims have been submitted to the Accounting Section on or before December 29, 2026 and payment thereof shall be processed upon the release of funds by the Department of Budget and Management (DBM).

3. Valid claims and obligations that will be submitted must be supported by complete and proper documents. Otherwise, the said claims and obligations will not be processed.



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4. All end-users and program handlers are encouraged to closely coordinate with the Budget and Accounting Sections to ensure the payment of expenses incurred relative to the conduct and implementation of their programs, projects, and activities.
5. **Claims for reimbursement of Travel and Communication Expenses of all eligible personnel must be submitted monthly. Only claims pertaining to the month of October – December will be accepted, obligated and paid during the last quarter of CY 2026.**
6. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: None

Reference:

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

BUDGET CLAIMS OBLIGATIONS PAYMENTS DEADLINES