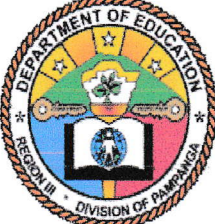
	<i>Department of Education</i> Region III DIVISION OF PAMPANGA City of San Fernando High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000 Website: www.depedpampanga.com Email: pampanga@deped.gov.ph Tel.: (045) 435-7404 Fax: (045) 435-2728		Document Code: SDOPAMP-QF-OSDS-002
	DIVISION MEMO NO. <u>444</u> S. 2018		Revision : 00 Effectivity Date: May 8, 2018 Name of Office: ACCOUNTING UNIT

To : Assistant Schools Division Superintendent – Elementary
 Assistant Schools Division Superintendent – Secondary
 Public Schools District Supervisors
 School Heads of Public Elementary, Junior and Senior High Schools
 Chief – School Governance and Operations Division
 Chief –Curriculum Implementation Division
 All Unit Heads
 All Concerned

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject : **Submission of valid claims on Personnel Services, MOOE, CMP/TRUST**

Date : September 18, 2018

Part of the mandate of the Finance Services Unit of this division is the economical, efficient and effective accounting and budgeting services to ensure the cost-effective utilization of resources of the agency. This division encourages all concerned to implement all programs and activities of the schools and different units for this CY 2018.

In line with the above, as year-end closing of books approaches, please be advised to submit to this office on or before October 31, 2018 all your valid/qualified claims for Calendar Year 2018 ending December 31, 2018. Kindly attach accomplished 4 copies of Obligation Request & Status Form, 5 Copies Disbursement Vouchers and **complete supporting papers for each duly assessed claims**.

Herewith is a guide on how to prepare and submit your claims:

PERSONNEL SERVICES

Cut-off date for payment of personnel services is up to October 31, 2018 only. Kindly submit the following for obligations and payment covering the month of November and December 2018:

1. Unpaid first salary, salary differential due to step increment and promotion for permanent teachers/employees
2. Unpaid mandatory benefits of permanent employees for CY 2018 as of December 31, 2018 (i.e. MYB, Clothing).
3. Loyalty Cash Award as of December 31, 2018 (Note :Entitled are those whose original service of appointments are ending 3 and 8)
4. Obligations request for substitute teachers who will temporarily replace permanent teachers on maternity leave.
5. Other claims subject to availability of funds

(NOTE: must be submitted with complete supporting documents and prepare separate ALOBs and DV for each claim)

MOOE

6. 100% MOOE downloading, no obligations shall be recorded. MOOE not utilized this CY 2018 will lapsed hence will no longer form part of the CY 2019 pursuant to item III.A of the FY 2017 Veto message of the President . We encourage all non-implementing units to utilize all their MOOE this CY 2018 to achieve the division's target.

CMP/TRUST

7. Unpaid claims as of December 31, 2018 that are under Centrally Managed Projects.

For more information, please inquire at the Accounting/Budget Unit as soon as possible.

For strict compliance.

NOTE: Please submit the pertinent documents to the ADAS-in-Charge.


Leonardo D. Zapanta, Ed.D., CESO VI
Schools Division Superintendent