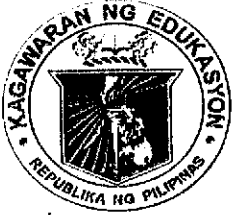


PDF Secretary



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong

Tayo
PARA SA
EDUKASYON

DIVISION MEMORANDUM

OSDS No. 28, s. 2019

To: **Assistant Schools Division Superintendent**
Chiefs – Curriculum Implementation & School Governance Operations
Division
Educational Program Supervisor
Division Office Personnel
This Division

FROM: **LEONARDO M. BALALA, CESE** *[Signature]*
Schools Division Superintendent *[Signature]*

SUBJECT: **LAST DAY OF SUBMISSION OF ALL REIMBURSEMENT and OTHER**
CLAIMS FOR FY 2019

DATE: December 4, 2019

1. In preparation for the closing of books for FY 2019, Please be advised to submit all supporting documents for reimbursement and other claims starting December 5 to December 13, 2019.
2. Deadline for the obligation of all reimbursement and other claims will be on or before December 20, 2019.
3. This is to give time to check the completeness and accuracy of the supporting documents.
4. Failure to submit necessary documents on the said dates will not be accommodated.
5. For strict compliance.