



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 9, 2023

DIVISION MEMORANDUM
OSDS No. 168, s. 2023

**SCHEDULE OF CUT -OFF DATES ON PROCUREMENT MATTERS, CLAIMS, CASH
ADVANCES AND OTHERS**

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Educational Program Supervisors
School Heads
Section Heads
School – based Finance personnel
All others concerned.

1. This is to remind all Schools Division of Tacurong officials and employees of the Schedule of Cut -off dates on Procurement matters, claims cash advances and others. Please see table below:

Date	Transaction
December 5, 2023	Last day of submission of approved PPAs and Purchase Request to BAC.
December 6, 2023	For School MOOE Downloading , Last day of submission of OBR and DV with supporting documents to Internal Control Unit .
December 7, 2023	For School MOOE Downloading , Last day of submission of OBR and DV with supporting documents to Budget Section .
December 8, 2023	For School MOOE Downloading , Last day of submission of OBR and DV with supporting documents to Accounting Section .
December 20, 2023	Last day of submission of approved PPAs and Purchase Request, Canvass Purchase Order, and other supporting documents to Supply Section.
December 21, 2023	Last day of submission of OBR, DV with supporting documents to Budget Section
December 22, 2023	Last day of submission of Approved OBR, DV with supporting documents to Accounting Section for processing
December 26, 2023	Last day submission of Accounts Payable to Budget Section
December 27, 2023	Last day submission of Accounts Payable to Accounting Section



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2. Submission of duly signed PPA, PR, Canvass, Purchase Order, OBR, DV and other supporting documents will enable the Supply, Budget, Accounting and Cash Sections to process and release payment before the closing of year 2023.
3. Widest and preferential attention of this Memorandum is highly enjoined.


GUIDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosures: None.
Reference: None
Allotment: None
To be included in the perpetual Index under
RECORDS

JGS/OSDS/DM/SCHEDULE OF CUT -OFF DATES ON PROCUREMENT MATTERS, CLAIMS, CASH ADVANCES
AND OTHERS/ October 9,2023



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