



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

October 22, 2025

DIVISION MEMORANDUM
OSDS No. 140, s. 2025

**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 City officials and employees of the Schedule of Cut -off dates on Procurement matters, claims cash advances and others. Please see table below:

Date	Transaction
November 24, 2025	Last day of submission of approved PPAs and Purchase Request to BAC.
November 25, 2025	For School MOOE and other funds Downloading, Last day of submission of OBR and DV with supporting documents to Internal Control Unit.
November 26, 2025	For School MOOE and other funds Downloading, Last day of submission of OBR and DV with supporting documents to Budget Section.
November 28, 2025	For School MOOE Downloading, Last day of submission of OBR and DV with supporting documents to Accounting Section.
December 9, 2025	Last day of submission of approved PPAs and Purchase Request, Canvass, Purchase Order, and other supporting documents to Supply Section.
December 11, 2025	Last day of submission of OBR, DV with supporting documents to Budget Section
December 15, 2025	Last day of submission of Approved OBR, DV with supporting documents to Accounting Section for processing
December 17, 2025	Last day submission of Accounts Payable to Budget Section (from Supply Office/BAC) "No Notice of Award/P.O, No Obligation"
December 18, 2025	Last day submission of Accounts Payable to Accounting Section



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Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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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 2025.
3. Widest and preferential attention of this Memorandum is highly enjoined.


GILDO 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 22, 2025



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