



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



September 24, 2014

Division Memorandum
No. 478, s. 2014

SUBMISSION OF CLAIMS FOR CY 2014

To: District Supervisors/OICs
Elementary and Secondary School Heads

1. In line with the updating of claims for CY 2014 and to ensure that all salaries and other benefits for the current year will be settled, you are directed to submit all claims for Personnel Services (PS) to the Accounting Office to be included in the preparation of request for Allotment and NCA.
2. Those who have submitted Funding Requirements Deficiency for Personnel Services CY 2014, during the consultative meeting last September 1-4, 2014 at Ecotech are required to submit supporting documents in two (2) copies.
3. Deadline for submission shall be on October 15, 2014.
4. Immediate and wide dissemination of this Memorandum is directed.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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