



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



November 14, 2014

Division Memorandum

No. **628**, s. 2014

**SUBMISSION OF CLAIMS FOR CY 2014/LIQUIDATION OF CASH ADVANCES**

To: District Supervisors/OICs  
Elementary and Secondary School Heads

1. In line with the updating of claims for CY 2014, you are directed to submit all claims for Personal Services (PS) and MOOE to the Accounting Office for processing of payment.
2. Attendance for the month of November shall be used to support the December salary and other claims.
3. All claims must be prepared and submitted per district. Supporting documents shall be in two (2) copies and for disbursement voucher shall be one (1) copy.
4. All cash advances as of November shall be liquidated before the end of the year and cash advances granted for the month of December shall be liquidated on or before January 5, 2015.
5. Deadline for submission of claims for CY 2014 shall be on December 5, 2014. Claims not submitted on the said date shall be the liability of the School Head.
4. Immediate and wide dissemination of this Memorandum is directed.

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

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