



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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DIVISION MEMORANDUM

No. 537, s. 2021

**SUBMISSION OF DOCUMENTS PERTAINING TO PROCUREMENT, PERSONNEL BENEFITS, AND OTHER CLAIMS**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All SDO Personnel

1. The Office of the Schools Division Superintendent thru the Administrative and Finance Sections announces the deadline of submission of documents in relation to Division's various financial obligations as follows:

- a. Procurement- documents shall be submitted to the Supply Unit not later than December 10, 2021.
- b. Personnel benefits- documents shall be submitted to the Personnel Unit not later than December 10, 2021.
- c. Payments/Reimbursements- documents shall be submitted to the Accounting Unit not later than December 14, 2021.

2. Subject to availability of funds, claims/ obligations not submitted to the Accounting Unit on or before December 14, 2021 shall be considered as payable and will be paid next year.

3. Any related concerns related to the above must be coordinated to the concern unit/ section.

4. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**

Schools Division Superintendent

Encl: None

Reference: None

OSDS/ACCT / DM-Submission of Documents Pertaining to  
**4017** / Procurement, Personnel Benefits, and Other Concern  
12/01/2021



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