



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

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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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