



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City

RELEASED

NOV 27 2019

By

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Director of City Schools

Office of the Schools Division  
Superintendent

November 27, 2019

**DIVISION MEMORANDUM**

No. 484 S. 2019

**Deadline for Submission of CY 2019 Claims**

To : ALL DEPED-DIVISION OF ANGELES CITY EMPLOYEES

With regards to the year-end closing of books for CY 2019, please be informed that **ALL CLAIMS** with supporting documents such as Salaries, Salary Differentials (ERF and Promotion), and other benefits including reimbursement of travel expense, seminars and other allowances, **MUST** be submitted to the Budget Office on or before December 16, 2019 for obligation. Claims submitted beyond this date will not anymore be considered.

Please give this your preferential attention.

Your cooperation and compliance is highly desired.

  
**MA. IRELYN P. TAMAYO, Ph.D., CESE**

Asst. Schools Division Superintendent

Officer - In - Charge

Office of the Schools Division Superintendent

AAG/BOIII/Budget  
Control# 1



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