



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



**Office of the Schools Division
Superintendent**

November 25, 2021

DIVISION MEMORANDUM
No. 391 S. 2021

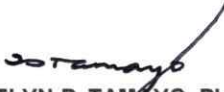
Deadline for Submission of CY 2021 Claims

To: ALL DEPED-DIVISION OF ANGELES CITY EMPLOYEES
SCHOOL PRINCIPALS

With regards to the year-end closing of books for CY 2021, please be informed that **ALL CLAIMS** with supporting documents such as Salaries, Salary Differentials (ERF and Promotion), MOOE Downloading, and other benefits pertaining to salary claims including requests on reimbursements or cash advances on seminars, and other allowances, **MUST** be submitted with complete attachments and requirements to the Budget Office on or before December 15, 2021, for obligation. Claims submitted beyond this date will not anymore be considered.

Please give this your preferential attention.

Your cooperation and compliance are highly desired.


MA. IRELYN P. TAMAYO, PhD, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

AAG/BOIIBudget
Control No. 21-001



CN 2021-278
Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101

