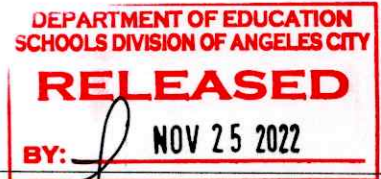




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



November 25, 2022

DIVISION MEMORANDUM

No. 436 S. 2022

DEADLINE FOR THE SUBMISSION OF CY 2022 CLAIMS

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Unit Heads
Heads of Public Elementary and Secondary Schools
All other concerned

1. With regards to the year-end closing of books for CY 2022, please be informed that **ALL CLAIMS** with supporting documents such as Salaries, Salary Differentials (ERF and Promotion), MOOE Downloading, and other benefits including reimbursement of travel expense, seminars, and other allowances, **MUST** be submitted with complete attachments and requirements to the Budget Office on or before **December 12, 2022** for obligation.
2. Claims submitted beyond this date will not anymore be considered.
3. Wide dissemination and strict compliance with this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent