



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2023-0121

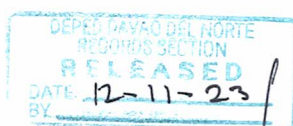
To: ALL CONCERNED

Subject: **DEADLINE FOR SUBMISSION OF CLAIMS FOR PERSONAL SERVICES (PS), MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) & CAPITAL OUTLAY (CO)**

Date: December 5, 2023

1. Please be informed that the Finance Section particularly in the Budget Section will be closing all the transactions for 2023 on December 22, 2023 in order to beat the deadline on December 29, as the last working day of this year.
2. In view of the above, all claims from previous months for PS, MOOE and CO will have a deadline on December 11, 2023 (Monday), while the current month will be on December 18, 2023.
3. Salaries for the month of December for our teachers, (not yet in our Payroll Service Unit roster) and substitutes will submit Daily Time Record (DTR) indicating December 15, as their last working day and so with Special Hardship Allowance (SHA).
4. Maternity claims for **December** should be computed from December 16 to 31 and be submitted to this office together with birth certificates and approved leave. Deadline will be on January 3, 2024.
5. PS claims receive next year shall be subject to savings of the 2024 appropriation and be attached with a **notarized letter of explanation or justification**.
6. MOOE claims should be recorded within the applicable year or be recorded as Accounts Payable before the closing of the year to ensure refund of payment.
7. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



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