



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DEC 02 2022

MEMORANDUM

PAYMENTS DUE FOR CY 2022 BUDGET

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. In order to facilitate an orderly and timely closing of the Books of Accounts and submission of the Year-End Financial Reports of this Division, all due payments for (CY 2022 transactions/PS payables) must be forwarded to the Budget Officer on or before December 15, 2022 to avoid haste in processing and reversion of funds. In addition, Purchase Orders received beyond the said cut-off will not be accommodated for payment utilizing CY 2023 NCA.
2. Payables will only be recorded in the books if supplies have been actually delivered and services actually rendered pursuant to COA Circular No. 2015-007 dated October 22, 2015.
3. Last day of submission to the Accounting Unit from the Cash Unit of all paid vouchers, payrolls, and reports of collections and deposits are required to be submitted on December 28, 2022.
4. Obligations of the same cannot be charged to the ensuing year's appropriation.
5. The said Cut-off date is hereby set FOR COMPLIANCE of all concerned.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Accounting/Year-end Reports
421 /December 2, 2022



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