



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 10 2026

MEMORANDUM

**CY 2026 CUT-OFF DATES ON THE SUBMISSION OF REQUESTS FOR
PAYMENTS RELATED TO PS AND MOOE TRANSACTIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
Administrative Officer V
All Others Concerned

1. To ensure the timely payment of obligations (services and goods) that are rendered and delivered by DepEd employees and service providers and that cash allocation will be fully utilized every month, the SDO Accounting Unit has set cut-off dates on the submission of requests for payments related to PS and MOOE transactions effective March 2026.

Month	Cut-off Date
March 2026 (Quarter End)	March 24, 2026
April 2026	April 23, 2026
May 2026	May 21, 2026
June 2026 (Quarter End)	June 24, 2026
July 2026	July 23, 2026
August 2026	August 24, 2026
September 2026 (Quarter End)	September 24, 2026
October 2026	October 22, 2026
November 2026	November 23, 2026
December 2026 (Quarter End) (Year End)	December 16, 2026

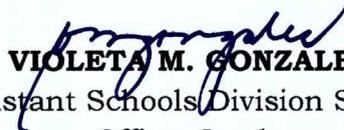
2. **All concerned offices and program owners** are requested to submit the documentary requirements related to their PPAs on or before the cut-off date to give sufficient time for review and assessment of the submitted documents. However, the immediate submission once services and goods have been performed is highly encouraged to prevent further delay in payment.

3. Obligation Request Status and the necessary supporting documents for expenses incurred in the implementation of PPAs including expenses for personnel services, traveling, training, supplies, communication and various reimbursements must be submitted to SDO Accounting Unit not later than 5:00pm on the cut-off date. The issued Division Memoranda No. 267, s.2024 dated September 19, 2024 and No. 083, s.2025 dated February 18, 2025, will serve as guides on the necessary documentary requirements that must be attached to the ORS and Activity Request (AR) or Authority to Conduct (ATC) for MOOE transactions.



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4. Immediate dissemination and strict compliance of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MOOE PS EXPENSES FINANCIAL TRANSACTIONS

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