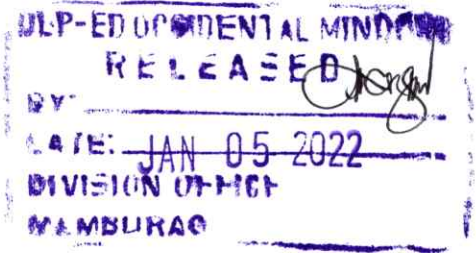




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



**Office of the Schools Division
Superintendent**

January 3, 2022

DIVISION MEMORANDUM
No. 000003, s. 2022

**DEADLINE FOR THE SUBMISSION OF CLAIMS FOR PAYMENT;
SERVICES RENDERED AND GOODS DELIVERED AS OF DECEMBER 31, 2021**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
SDO Unit Heads
Public Elementary and Secondary School Heads
Bids and Awards Committee
All Others Concerned

1. In view of the forthcoming closing of the Agency Book of Accounts, all reimbursement/ any claims (personnel services, travel expenses, school MOOE, procurement of supplies and services, etc.) must be submitted to the Accounting Section **on or before January 7, 2022, at 12:00 noon**. Submission beyond that date will no longer be received and paid.
2. Claimants should ensure that supporting documents are complete and properly attached.
3. DVs with **incomplete** supporting documents, **even if submitted** on the said due date, **will not be marked "Received"** and to be returned to the concerned personnel/office.

OSDS/ACCOUNTING/MTR



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
📘 DepEd Tayo Occidental Mindoro



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4. For immediate dissemination and compliance.

LYNN G. MENDOZA
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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