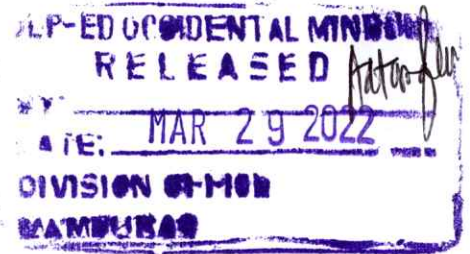




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**



Office of the Schools Division Superintendent

March 21, 2022

**DIVISION MEMORANDUM**  
No. 0125, s. 2022

**Policy on Submission of Documents for Payments and Liquidations**

To :

- Asst. Schools Division Superintendent
- Chief of Curriculum Implementation Division
- Chief of School Governance and Operations
- Education Program Supervisors
- Unit Heads
- Public Schools District Supervisors
- School Heads (Elementary and Secondary Schools)
- All Other Concerned

1. To facilitate the immediate processing of payments/reimbursements and liquidations, all concerned employees are hereby directed to comply the following:
  - a) All supporting papers must be properly signed by the authorized signatories;
  - b) Complete supporting papers must be submitted;
  - c) Accomplish at least three (3) copies of all supporting papers;
  - d) Use recycled bond paper to attach supporting papers such as tickets, pictures, etc.;
  - e) Submit all requests for payments and liquidation reports on time.
2. Compliance with the above policy is hereby implemented starting April 1, 2022 before submission to the Accounting Unit.
3. Immediate dissemination of this Memorandum is desired.

**LYNN G. MENDOZA**  
Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division  
Superintendent

OSDS/FINANCE-ACCOUNTING UNIT/MTR



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1848/09296301543  
✉ occidental.mindoro@deped.gov.ph  
📍 DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro