



Department of Education  
Region III  
Division of City Schools  
Angeles City

Jesus Street, Pulungbulu, Angeles City

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RELEASED




January 3, 2017

**DIVISION MEMORANDUM**  
No. 02 S. 2017

**SUBMISSION OF YEAR-END FINANCIAL STATEMENTS**

To: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division

1. This is in reference to the Commission On Audit Circular No. 2010-001 dated March 2, 2010 regarding the Submission of LSB-SEF Year-End Financial Statements.
2. Relative to this circular, all concerned personnel with claims/transactions as Account Payable or Certified Obligations for the year ending 2016 are advised to submit Year-End Financial Statements with complete documents on **January 5, 2017**, which shall be submitted to the Office of the City Accountant on **January 6, 2017**.
3. Attached is the transmittal format for conformity and easy access to the Accounting System.
4. Immediate and wide dissemination of and strict compliance with the contents of this Memorandum is desired.

  
**LEILANI SAMSON CUNANAN, CESO VI**  
Schools Division Superintendent

### Summary of Certified Obligations

Name of Office:  
Date Transmitted:

No.	Payee	Particular	OBR No.	OBR Amount

Received By:

Certified Correct

Received Date: