



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



November 10, 2023

DIVISION MEMORANDUM
No. 404, s. 2023

DEADLINE FOR THE SUBMISSION OF CY 2023 CLAIMS

To : Assistant Schools Division Superintendent
OIC-Chief, CID and Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Office Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. With regards to the year-end closing of books for CY 2023, please be informed that **ALL CLAIMS** such as Salaries, Salary Differentials (ERF, and Promotion), and other benefits, MOOE Downloading, reimbursement of travel expenses, seminars, and other allowances, **MUST** be submitted with complete attachments and requirements to the Budget Office on or before **December 15, 2023** for obligation.
2. Claims submitted beyond this date will not anymore be considered.
3. Wide dissemination and strict compliance with this Memorandum is earnestly desired.

[Signature]
RONALDO A. POZON, PhD, CESO V
Schools Division Superintendent

CBO/AO V/November 10, 2023



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