



Republic of the Philippines

## Department of Education

Region III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

November 11, 2024

### DIVISION MEMORANDUM No. 418, s. 2024

#### DEADLINE FOR THE SUBMISSION OF CY 2024 CLAIMS

To: Assistant Schools Division Superintendent  
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 2024, 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 10, 2024** 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.

**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent

