



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 8, 2020

DIVISION MEMORANDUM

No. 236, s. 2020

DEADLINE FOR THE SUBMISSION OF CLAIMS FOR FY 2020

TO: Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Senior/Education Program Specialists
School Heads of Public Elementary, Secondary and Integrated Schools
Division Office Unit/Section Heads
All Others Concerned

1. Section 60 of the General Provisions of Republic Act No. 11465, (FY 2020 General Appropriations Act) and National Budget Circular (NBC) 578 dated January 6, 2020 (Guidelines on the Release of Funds for FY 2020) prescribe the timelines on the release and utilization of funds for Fiscal Year 2020.
2. In compliance with the above mentioned issuances, all concerned are hereby instructed to expedite the implementation of their programs, activities and projects for FY 2020. Focal persons responsible for every program must closely coordinate with the Division Budget Officer and the Division Bids and Awards Committee (BAC) to fast-track procurement and immediately submit to the Division Budget Unit their corresponding requests to obligate contracts and purchase orders.
3. For School Maintenance and Other Operating Expenses (MOOE) of Elementary, Secondary and Integrated Schools (both junior and senior high schools), the deadline for submission of request for cash advance for the last tranche, including those with Additional SHS MOOE from FY 2020 is on October 15, 2020. Last release of MOOE cash advance for the year is on October 30, 2020 and all cash advances must be liquidated on or before December 15, 2020.
4. All claims other than cash advance for School MOOE must be submitted on or before November 30, 2020 to the Division Budget Unit. Deadline of submission of claims for inclusion in the Report of Due and Demandable Accounts Payable is on December 15, 2020. Payment should be made to goods delivered and services rendered only.



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5. Please be advised of the Transition Period for the Cash Budgeting System as follows:

ITEMS UNDER THE FY 2020 GAA	PARTICULARS/ACTIVITY	TIMELINE
Infra-related Capital Outlay	Completion of construction, inspection, acceptance and payment	Not later than December 31, 2021
For MOOE and other CO items	Delivery, inspection, acceptance and payment	Not later than June 30, 2021

6. Kindly ensure that all documentary requirements are complete and submitted for obligation before the deadline.
7. All concerns must also ensure that their bank accounts are maintained active to avoid invalidated entries in the List of Due and Demandable Accounts Payable (LDDAP).
8. This Office shall not be liable for claims not submitted within the prescribed deadline.
9. Immediate dissemination and strict compliance is desired.

MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent

MAJ / BSS/arln



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