



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



August 28, 2018

Division Memorandum  
No. 263, s. 2018

**SUBMISSION OF CLAIMS FOR CY 2018**

To: Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Principals/Head Teacher-in-Charge of the District  
Senior/Education Program Specialists  
Heads of Public Elementary, Secondary and Integrated Schools  
Division Office Unit/Section Heads  
All Others Concerned

1. In consonance with the National Budget Memorandum No. 129 dated January 3, 2018 specifically item No. 1.0 which is the Shifting to an **Annual Cash-Based Appropriation (ACBA) in FY 2019** and to ensure obligation of programs, activities and projects funded under the Fiscal Year (FY) 2018, all concerned are hereby instructed to expedite the implementation of their programs, activities and projects for FY 2018. Focal persons responsible for every program must coordinate with the Division Bids and Awards Committee (BAC) to fast-track procurement and immediately submit to the Division Budget and Finance Unit their corresponding requests to obligate contracts and purchase orders.

2. For Maintenance and Other Operating Expenses (MOOE) of Elementary Schools, Junior High Schools and Senior High Schools, the deadline for submission of request for cash advance for the last tranche is on September 28, 2018. Last release of MOOE for the year is on October 15, 2018, and all cash advances must be liquidated on or before December 15, 2018.

3. All claims other than cash advance must be submitted on or before November 30, 2018 to the Division Budget and Finance Unit. Claims submitted beyond December 14, 2018 will no longer be paid by this Office. As this year 2018 is the transition period to ACBA, please be informed that payment should be made to goods delivered and services rendered only. Also ensure that all documentary requirements are complete and submitted for obligation before the deadline.

4. All creditors/payees concerned must also ensure that their bank accounts are maintained active to avoid invalidated entries in the List of Due and Demandable Accounts Payable (LDDAP).

5. For your information and compliance.

  
**DR. SALVADOR O. OCHAVO, Jr., CESO VI**  
Schools Division Superintendent

/BSS