



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 113, s. 2022

TO : All Teaching and Non-Teaching Personnel

FROM : **MARIZA S. MAGAN EdD, CESO V**
Schools Division Superintendent *[Signature]*

SUBJECT : **IMPLEMENTATION OF MONTHLY CUT-OFF DATES FOR
PROCESSING OF ALL MONETARY CLAIMS**

DATE : **March 9, 2022**

1. This office hereby announces the scheduled monthly cut – off dates of the Finance Section for the processing of all claims.

March 28, 2022
April 26, 2022
May 26, 2022
June 27, 2022
July 26, 2022

August 26, 2022
September 27, 2022
October 26, 2022
November 25, 2022
December 26, 2022

2. All employees of this division are advised to submit the pertinent documents of their claims before the scheduled cut – off dates.
3. Please be guided accordingly.



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RELEASED
Date: 3-18-22
[Signature]