



Republic of the Philippines

## Department of Education

Region VIII

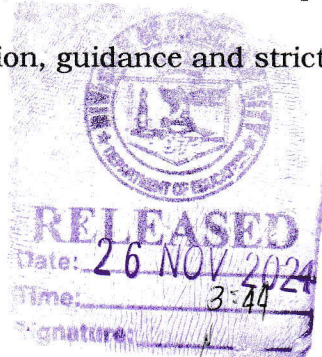
SCHOOLS DIVISION OF TACLOBAN CITY

### DIVISION MEMORANDUM

NO. 891 S. 2024

#### CUT-OFF FOR THE SUBMISSION OF FY 2024 FINANCIAL CLAIMS, PROVIDENT LOAN AND OTHER RELATED TRANSACTIONS

1. In our pursuit to effective and efficient utilization and reporting of financial resources, facilitate the closing of books of accounts, and submission on time of FY 2024 year-end financial accountability reports to the Commission on Audit (COA) and DepEd Regional Office (RO), the Finance Section hereby notifies all, that the deadline/cut-off for submission of provident loan application is on **December 06, 2024** and for the financial requests, claims, and other related transactions for FY 2024 is on **December 16, 2024**.
2. All claims submitted within the deadline will be subject to availability of funds. Accounts not paid for FY 2024 will be declared as Accounts Payable. The same will be paid/ processed starting January 6, 2025, subject to availability of funds.
3. Documents pertaining to claims, provident loan application and other related transactions must be submitted on or before dates specified above and must be stamped with "**Received**" by records office.
4. Please be reminded that per existing COA rules and regulations:  
  
"All claims intended for the year 2024 and prior years not recognized and/or obligated as Accounts Payable except for PS in the books of accounts as of December 31, 2024, shall NOT be paid in the year 2025."
5. For information, guidance and strict compliance.



*as per SO# 497, S. 2024*  
**SHERLITA A. PALMA, EdD CESO VI**

*[Signature]*  
OIC- School Division Superintendent

