



1111
RELEASED

SCHOOLS DIVISION MEMORANDUM

No. 208, series 2018

SUBMISSION OF FINANCIAL CLAIMS FOR THE SECOND QUARTER FY 2018

To: Asst. Schools Division Superintendent
Chief Education Supervisors
All Other Schools Division Office Personnel
This Office

1. In view of the preparation and submission of Financial Accountability Reports (FARs) for the second quarter for FY 2018 to the Regional Office and oversight agencies, **all financial claims** (e.g. reimbursements of travelling expenses, payment of suppliers and other official expenses) ***MUST be submitted for obligation at the Budget Section on or before JUNE 25, 2018.***
2. Non-submission of the aforementioned claims will be taken up in the succeeding quarter.
3. Immediate and wide dissemination of this Memorandum to all concerned is required.


FEDERICO P. MARTIN, EdDC, EdD, CESO V
Schools Division Superintendent

FPM/STF/belle

Cc: *All Divisions*
Accounting Section
Records Unit
Supply Unit
Cash Unit
BAC Secretariat