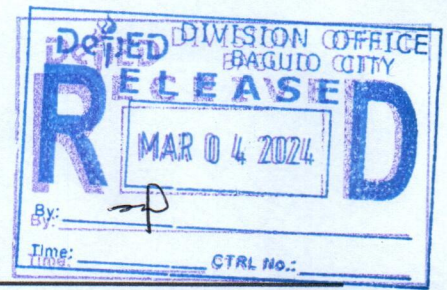




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY



01 March 2024

**DIVISION MEMORANDUM**

No. **140-2024**

**COMPLIANCE WITH TIMELY SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT TRANSACTION, SPECIFICALLY INDIVIDUAL CLAIMS, TRAVELLING EXPENSES AND ACCOUNTS PAYABLE**

To: All Chief Education Supervisors  
 Education Program Supervisors  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Public School Heads  
 Others Concerned

- As per the recent Observation Memorandum (AOM) by the Commission on Audit on the Cash Account of the Division as of December 31, 2023, this Office enjoins the strict compliance to the timely submission of documentary requirements for the common government transaction, specifically individual claims, travelling expenses and accounts payable.
- The prompt submission of required documents for claims is essential for ensuring smooth and efficient transaction processing. As such, the following submission deadline have been established:

| Transaction   | Submission deadline  | Office in-charge for acquiring necessary documents |
|---|--|--|
| 1. Individual claims <ul style="list-style-type: none"> <li>a. First Salary</li> <li>b. Substitute</li> <li>c. Provisional</li> <li>d. Contract of Service/Job Order</li> <li>e. Hazard Duty Pay</li> <li>f. Maternity Leave/ Double Pay</li> <li>g. Terminal Leave Benefits</li> </ul> | 1 <sup>st</sup> working day of the succeeding month<br><br>Upon return to duty<br><br>within the month after the effectivity of retirement | Personnel Unit                                     |
| 2. Travelling expenses  | Upon return from travel  | Accounting Unit                                    |
| 3. Accounts payable to suppliers/supporting documents for activity conducted  | Immediately after the conduct of the activity  | BAC Secretariat                                    |

- Incomplete submission of documentary requirements after the set deadline may result in delayed payment or non-payment of claims.
- For information, guidance and strict compliance.

**SORAYA T. FACULO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Schools Division Superintendent

