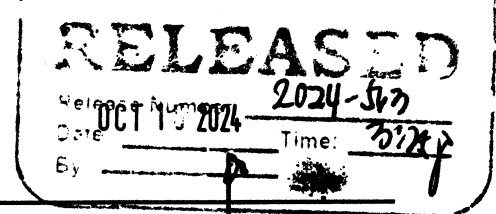


Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



October 14, 2024

DIVISION MEMORANDUM

OSDS-FS No. 777, s. 2024

**LIQUIDATION OF CASH ADVANCE AND SUBMISSION OF ALL CY 2024
REQUEST FOR PAYMENT**

To: Asst. Schools Division Superintendent
Chiefs of the Functional Divisions
Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Elementary and Secondary School Heads
Administrative Assistants III
This Division

1. This is in accordance with Section 5.8 of COA Circular No. 97-002 that all cash advances must be fully liquidated by **December 31, 2024**, and funds allocated for Personnel Services, Maintenance and Other Operating Expenses, and Capital Outlay will expire on that date.
2. To ensure timely processing of liquidation reports and documents and facilitate prompt payment of all claims, all concerned are required to adhere to the following deadlines:

Activity	Due Dates for Submission	Section Concerned
1. Deadline for submission of cash advance of officers and employees as well as school MOOE and other program funds	December 13, 2024	Internal Control Unit (ICU), Accounting Section
2. Submission of request for payments with required documents	December 16, 2024	Internal Control Unit (ICU), Accounting Section
3. Last day for obligation of disbursement vouchers (DV)	December 18, 2024	Budget Section
4. Last day for the issuance of List of Due & Demandable Accounts Payable – Advice to Debit Account	December 20, 2024	Accounting & Cash Sections

Republic of the Philippines
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REGION XII
DIVISION OF SULTAN KUDARAT

(LDDAP-AD) to Government Servicing Bank (GSB)		
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3. All concerned personnel are required to strictly comply with this memorandum. Except for payments for accounts payable, claims not submitted by the end of the current fiscal year will not be processed or paid in FY 2025.
4. For the information, guidance and strict compliance of all concerned.


CRISPIN A. SOLIVEN JR., CESE
Schools Division Superintendent

Enclosure: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CY 2024 CASH ADVANCE LIQUIDATION REQUEST FOR PAYMENT