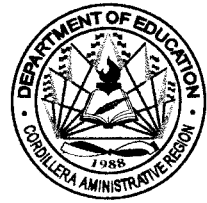




Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



OFFICE MEMORANDUM
 OM-FD-2018-001

Tracking Number:
 15 4400 74 98

TO : CHIEF OF DIVISIONS, REGIONAL OFFICE
 UNIT AND SECTION HEADS
 PROGRAM OWNERS/COORDINATORS
 BAC SECRETARIAT
 ALL OTHER CONCERNED

RELEASED
 DEC 05 2018

DEPED-CAR

FROM : *MAY B. ECLAR*
 MAY B. ECLAR, Ph. D., CESO V
 Regional Director

SUBJECT : SUBMISSION OF DOCUMENTS FOR OBLIGATION AND PAYMENT OF
 EXPENDITURES FOR CY 2018

DATE : DECEMBER 4, 2018

To ensure the full utilization of 2018 allotments received and Notice of Cash Allocation (NCA) and to avoid the lapsing of available funds, the deadline of submission of request for obligation and payment of expenditures to the Finance Division are as follows:

1. Request for Obligation (Obligation Request and Status) - December 28, 2018
2. Payment/ reimbursement of expenditures (Disbursement Voucher) - December 21, 2018

Program owners/coordinators and all others concerned are hereby instructed to closely monitor the obligation and disbursement of funds under their jurisdiction and should ensure the completeness of supporting documents submitted for obligation and payment.

Claims, reimbursements and request for payment received after December 21, 2018, if duly obligated, shall be treated as accounts payable and shall be paid in CY 2019.

Please be guided accordingly.

FINANCE/SGT/clp

Admin - [initials]
Cash - [initials]
supply - [initials]
payroll - [initials]
 CLAD - received
 ESSD - received *12/5/2018*
 HRDD - received
 PPRD - *12-5-18*
 ASD - *12/5/18*
 ICT - received
 FTAD - *[initials]*

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434