



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Brgy 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 / (034) 471-2454



December 3, 2019

DIVISION MEMORANDUM

No. 289, s. 2019

TRAVEL REIMBURSEMENT AND OTHER PAYABLES

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Division Personnel

1. We are on the last month of 2019 and the budget and accounting units are finalizing the division's payables to employees and suppliers for the year.
2. Thus, all division personnel are required to submit the following documents until **December 13, 2019**:

Complete Documents of:	Submit to
Travel Reimbursement	Accounting Unit
Payroll of Employees Benefits	Accounting Unit
Trainings, Supplies and Other Payables	Budget Unit

3. Those who cannot submit on the given deadline will not be processed this year and will be scheduled for payment next year subject to availability of funds.
4. For your strict compliance.

Received:

CID - *for H*

SGOD - *[Signature]* 12/3/19

Admin

[Signature]
PORTIA M. MALLORCA, Ph. D., CESO V
Schools Division Superintendent