



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 305, s. 2021

DEC 01 2021

TRAVEL REIMBURSEMENT AND OTHER PAYABLES

To: OIC-Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. The Budget and Accounting Units are finalizing the division's payables to all employees and suppliers for the CY 2021.
2. In view thereof, all division personnel are required to submit the following documents until **December 20, 2021**:

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

3. All payables which will not be processed this year will be scheduled for payment next year subject to the availability of funds.
4. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIGO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

