



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

DIVISION MEMORANDUM

No. 429, s. 2023

NOV 20 2023

DEADLINE FOR LOAD, TRAVEL AND TRANSPORTATION EXPENSE
REIMBURSEMENTS

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

1. As the fiscal year is about to end, the Budget and Accounting Units are finalizing the division's payables to all employees for CY 2023. Thus, in order to facilitate the expeditious processing of claims (Load, Travel and SBFP Transportation Reimbursements) and avoid cash reversion, all supporting documents attached to such claims shall be submitted and segregated in **two (2) sets** for obligation and preparation of the disbursement voucher in compliance with COA Circular No. 2012-001 dated June 14, 2012 and COA Circular No. 2023-004 dated June 14, 2023.

2. In view thereof, the deadline for submission of the abovementioned claims are as follows:

CLAIMS	DEADLINE	SUBMIT TO
Load Reimbursement	December 5, 2023	Budget Unit
Travel Reimbursement	December 13, 2023	Accounting Unit <i>*Travel claims received after December 13, 2023 shall be set up as accounts payable subject to availability of funds</i>
SBFP Transportation Reimbursement	December 13, 2023	Accounting Unit <i>*Transportation claims received after December 13, 2023 shall be set up as accounts payable subject to availability of funds</i>

3. Immediate dissemination of and strict compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2003
E-mail: kabankalan.city001@deped.gov.ph