



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

**DIVISION MEMORANDUM**

No. 472, s. 2022

NOV 18 2022

**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 2022.
2. In view thereof, all division personnel are required to submit the following documents until **December 15, 2022**:

<b>Complete Documents of:</b>	<b>Submit to</b>
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.

**LEA C. BELLEZA EdD**

OIC – Assistant Schools Division Superintendent  
In-Charge of the Division



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