



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL


Office of the Schools Division
Superintendent

March 11, 2024

DIVISION MEMORANDUM
No. 159 s. 2024

**QUARTERLY CLOSING OF BOOKS OF ACCOUNTS
AS OF MARCH 31, 2024**

1. To ensure a systematic closing of Books of Accounts and timely submission of the first quarter Financial Reports, the **last day of acceptance** of all financial documents will be on **March 20, 2024**. This deadline provides the finance team with ample time to thoroughly review and process the received financial documents.
2. Obligations and documents submitted later than the aforementioned date will be processed and recorded in the following month.
3. For compliance and guidance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

