



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

02 NOVEMBER 2022

**OFFICE OF THE SCHOOLS  
 DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

No. 444 s. 2022

**ADDENDUM TO DIVISION MEMORANDUM 525, s. 2022 ON DEADLINE FOR THE  
 SUBMISSION OF FY 2022 FINANCIAL CLAIMS, REPORTS AND OTHER  
 RELATED TRANSACTIONS**

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division (CID)  
 Chief, Schools Governance and Operation Division (SGOD)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Program Coordinators/Implementors  
 Section Heads  
 Administrative Officer V – Admin Services Section  
 Administrative Officer IV – Personnel Unit  
 Elementary and Secondary School Heads  
 All District Senior Bookkeepers/Bookkeepers Designate  
 All Others Concerned  
 This Division

- To ensure effective and efficient utilization and reporting of financial resources; facilitate the early closing of books of accounts; and submit on time FY 2022 year-end financial accountability reports to the Department of Budget and Management (DBM), Commission on Audit (COA) and DepEd Central Office (CO) and Regional Office (RO), the Offices and the Schools are hereby informed of the **cut-off/deadline for the downloading of School Funds for FY 2022** as shown in the schedule below:

<b>Funds to be downloaded</b>	<b>Cut-off/Deadline of submission of requests for cash advances</b>
Regular MOOE (Elementary, JHS and SHS)	<b>November 23, 2022</b>
Supplemental Funds (Elementary, JHS and SHS)	
Program Support Funds under various programs	
Procurement of Learning Tools and Equipment for Science, Mathematics and Technical Vocational Livelihood	
Special Projects or Undertakings	

- All other provisions as stated under Division Memorandum No. 525, s. 2022 shall remain in effect.
- For information, guidance, and strict compliance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
 Schools Division Superintendent





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References: COA Circular No. 97-002  
COA Circular No. 2009-002  
COA Circular No. 2012-004  
DepEd Order No. 029, s. 2019  
DepEd Order No. 007, s. 2021  
DepEd Order No. 005, s. 2022  
DBM MC No. 2021-1

To be indicated in the Perpetual Index  
under the following subjects:

FINANCE      FINANCIAL CLAIMS  
POLICY        FINANCIAL REPORT

DEADLINES  
CASH ADVANCES

OSDS | FINANCE | ACCOUNTING - ega



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