



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 381, s. 2024

**SUBMISSION OF FINANCIAL DOCUMENTS DUE FOR
 OBLIGATION AND DISBURSMENT**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (CID/SGOD)
 Public Elementary and Secondary School Heads
 Section/Unit heads
 Program Owners
 All others concerned

1. In view of the National Budget Circular No. 592, Guidelines on the Release of Funds for FY 2024, you are directed to submit all expenditures incurred from all Programs, Activities and Projects due for obligation and disbursement for the current year on or before **December 13, 2024**.
2. All Itineraries of travel, Completed Purchase Orders, Service Orders, Contracts and all other financial documents due for obligation and disbursement must be received by the Budget and Accounting unit on a first come, first served basis.
3. Failure to submit the complete financial documents will result to the non-inclusion of the expenditure for FY 2024 allocations and shall be considered for Accounts Payable for FY 2025.
4. For information, guidance and compliance.



Anne E. ...
VILMA D. EDA, CESO V
 Schools Division Superintendent
8/11/24

