



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 2, 2022

OFFICE MEMORANDUM

No. **697**, s. 2022

To: **Functional Division Chiefs
Section and Unit Heads
All others concerned**

**SUBMISSION OF DISBURSEMENT VOUCHERS (DVs FOR VARIOUS CLAIMS
TO THE FINANCE DIVISION**

1. This office, through the Finance Division, hereby announces the deadline on the submission of Disbursement Vouchers (DVs) for various claims to the Finance Division as follows:
 - a. **The deadline for submission of DVs for completed activities and other claims** to the Finance Division for processing, preparation of LDDAPS, and payment, **is not later than 5 PM of December 26, 2022,**
 - b. It is further reiterated that all **claims chargeable against the CY 2021 funds must be awarded, delivered, and paid not later than December 31, 2022.** Therefore, **end-users are advised not to continue procurement/conduct of activity/ies that cannot be completed and paid before the last working day of CY 2022, hence, this cut-off date.**
 - c. For **claims charged to the CY 2022 appropriations,** the validity of the funds is **until December 31, 2023.** However, to provide enough time for Finance Division to evaluate documents submitted for processing, end-users are strongly advised to observe the **same cut-off.**
2. Consequently, end-users with Purchase Requests (**PRs**) or Purchase Orders (**POs**), charged to **CY 2022 Funds, which can no longer be awarded/delivered on December 29, 2022** (the last working day of the year) are advised to conduct their procurement in CY 2023.



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


EVELYN R. FETALVERO, CESO IV
Regional Director 

FD-GJF

