



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

December 2, 2023

**OFFICE MEMORANDUM**  
FD-2023- 728

**SUBMISSION OF DISBURSEMENT VOUCHERS (DVs)/PAYROLLS AND  
PURCHASE ORDERS (POs) TO THE FINANCE DIVISION**

To: Functional Division Chiefs  
Section, and Unit Heads  
All Others Concerned

1. This office, through the Finance Division, hereby announces the **deadline on the submission of Disbursement Vouchers (DVs) and Purchase Orders (POs)** for various claims to the Finance Division as follows:

**A. For claims charged to the FY 2023 appropriation:**

- i. the submission of DVs for completed activities, travel claims and other reimbursements, for processing, preparation of LDDAPS, and payment, is **not later than 5:00 PM of December 15, 2023**. Claims submitted after this cut-off will already form part of the Accounts Payable.
- ii. **Purchase Orders shall be submitted for obligation not later than the last working day of the year, which is December 29, 2023.**

B. For **claims charged against the FY 2022 appropriation**, the validity of the funds is **only until December 31, 2023**, hence, **all claims charged to this fund must be obligated and delivered by December 29, 2023**, the last working day of the year, to be eligible for payment.

2. **DVs/Payrolls and POs submitted after the cut-off date and not included in the list of Unpaid Obligations (FAR 3) will be the sole responsibility of the end-user/s.**

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



**EVELYN R. FETALVERO, CESO III**  
Regional Director

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