



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

October 28, 2024

**OFFICE MEMORANDUM**

FD-2024- **559**

**DEADLINE OF SUBMISSION OF DISBURSEMENT VOUCHERS (DV)/PAYROLLS  
AND PURCHASE ORDERS (PO) 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 of the submission of Disbursement Vouchers (DV)/Payrolls and Purchase Orders (PO) for various claims to the Finance Division as follows:

a. **For claims charged to the FY 2024 appropriation:**

i. The submission of DVs for completed activities, travel claims and other reimbursements for processing, preparation of LDDAPS, and payment shall be **not later than 5 PM of December 13, 2024.**

ii. Valid claims submitted from **December 14, 2024 to December 29, 2024** will already form part of the **Accounts Payable (AP).**

iii. Purchase Orders shall be submitted for obligation not later than the last working day of the year, **which is December 29, 2024.**

b. **For claims charged against the FY 2023 appropriation,** the validity of the fund is until December 31, 2024 only, hence, all claims charged to this fund must be obligated and delivered by December 29, 2024, to be eligible for payment, **subject to availability of subsequent issuances from DBM and Dep Ed Central Office on this matter.**

2. **Unobligated claims not included in the List of Unpaid Obligation (FAR 3) shall be the sole responsibility of the end-user/s.**

3. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**EVELYN R. FETALVERO, CESO III**

Regional Director  
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FD-GJF



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