



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

2024-10-31-1018  
 DEPED DIVISION  
 DAVAO DE ORO  
 RECORDS SECTION  
 30 OCT 2024  
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Office of the Schools Division  
 Superintendent

October 29, 2024

DIVISION MEMORANDUM  
 No. **1031**, s. 2024

**DEADLINE FOR SUBMISSION OF 2024 PS CLAIMS, MOOE CLAIMS AND  
 OTHER DOCUMENTS**

To: Assistant Schools Division Superintendent  
 Chiefs, Functional Division  
 All Section/Unit Heads  
 All Public Schools District Supervisor  
 All Elementary and Secondary School Heads  
 All Others Concerned

1. This office hereby informs all concerned personnel of the deadlines for all PS and MOOE Claims and other Documents on the hereunder schedules.

<b>CLAIMS</b>	<b>DEADLINE</b>
MOOE Request of Schools	November 29, 2024
PS Claims	December 16, 2024
Travel Claims	December 16, 2024
Request for Payment – Suppliers & Contractors	December 16, 2024
<b>OTHER DOCUMENTS</b>	
Special Program and P.O. for Obligation	December 16, 2024
MOOE Liquidation	December 20, 2024
Program, Project, Activity, and Travel Reimbursement for Accounts Payable (Due and Not Yet Due)	January 3, 2025

2. Please see to it that all claims of your respective offices will be transmitted to the Division Office on or before the above-cited deadlines. District Administrative Assistants and Bookkeepers are highly encouraged to make sure that proper checking and audit shall still apply.
3. For your guidance and strict compliance on this matter.

  
**PHOEBE GAY L. REFAMONTE, CESO VI**  
 OIC-Schools Division Superintendent



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