




MEMORANDUM

TO : Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads (Non-IUs)
Division Office Unit Heads
Program Coordinators
All Others Concerned

FROM : *fr:* 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF UNPAID PAYABLES FOR PERSONNEL SERVICES AND MOOE**

DATE : December 7, 2018

All Personnel concerned are hereby requested to submit to the Finance Unit all documents pertaining to all claims, reimbursement and other payables, approved by the concerned signatories, for the following:

| PS (All Non-IUs) | MOOE (Non-IUs) |
|-----------------------------|-----------------------------|
| 1. Salary | 1. Travelling Expenses |
| 2. Loyalty Pay | 2. Transportation Allowance |
| 3. Hardship Allowance | 3. Training Expenses |
| 4. Cash Allowance | |
| 5. Maternity Leave Benefits | |
| 6. Step-Increments | |

All Unutilized Cash Must be returned to the Cash Unit.

Deadline of submission will be **on or before Monday, December 10, 2018.**

For your information and compliance.

@Bud.rvdc
UM No 637 s. 2018