



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

11 January 2024

DIVISION MEMORANDUM
OSD-2024-009

SUBMISSION OF CLAIMS FOR FY 2024

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Program Managers / Focal Persons
Section/Unit Heads
Division Office Personnel
All Others Concerned

1. Please be informed of the following deadline for submission of documents for personnel with claims for travel expenses, communication allowances and other expenses under Personnel Services, Maintenance and Other Operating Expenses and Capital Outlay.
2. The concerned personnel shall submit documents to the Finance Office for the following claims:

For Cash Advances – at least two (2) weeks before the date of travel for allowance of the processing time

Reimbursements for:

Travels/Training expenses – within 30 days upon return to the office with completed and signed documents.

Communication Allowance – within 30 days after the previous month with completed and signed documents.

Procurement of supplies/equipment – with completed and approved documents within 30 days after the purchase.

Training/Seminar/Workshop Activities - completed approved documents within 30 days after the activity.

3. This also applies to Program/Project/Activities with downloaded SARO to ensure the proper and timely utilization of funds. For procurement and training or other activities which need Request for Quotation (RFQ) or public bidding, the concerned personnel shall submit complete and signed documents. For obligation purposes, please submit signed Notice to Proceed, Notice of Award, Purchase Order, and other related documents.



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City
Telephone Nos.: (042) 421-4161/421-4162/421-5137
Email Address: lucena.city@deped.gov.ph
FB Account: DepEd Tayo Lucena City
Website: depedlucena.com

4. For claims and payments, concerned personnel shall submit duly signed documents to Budget Section for obligation and budget certification for the availability of allotment/fund; and Accounting Section for disbursement and checking for the completion of submitted documents.
5. For inquiries, please contact the Finance Services email address budget.lucena@deped.gov.ph & finance.lucena@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA 
Schools Division Superintendent 

MKP-DM- Submission of Claims for FY 2024
009/11 January 2024