



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CITY SCHOOLS – TAGBILARAN**  
City of Tagbilaran



📍 Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 ☎ (038) 544-2147; 427-1702 📧 dtagbilarancitydivision@yahoo.com 🌐 www.depedtagbilaran.org

**MEMORANDUM**

**TO :** All Division Chiefs  
Program Coordinators  
Section Heads  
Finance Personnel (Accounting, Budget, Cashiering)  
IU and Non IU Non-Teaching Personnel  
School Principals / OIC  
All Others Concerned

**SUBJECT :** Year-End Policy on Leave for Key Signatories of Vouchers and other Fiscal Documents and Coordinators of Trainings Conducted

**FROM :** JOSEPH IRWIN A. LAGURA, Ph.D.  
Schools Division Superintendent

**DATE :** December 6, 2019

*NEVITA J. INCOG*  
*DT - 12/11/19*

As the Fiscal Year 2019 is about to end, Budget and Finance Section is now preparing for the closing of Book of Accounts. All concerned personnel are reminded to fast track the submission of Unpaid Accounts, Bills, and Vouchers covering Services Rendered, Seminars Conducted, Travels Completed, Gasoline Utilized, Telephone Utilities, Contracts awarded and Goods Procured chargeable against the appropriation for Calendar Year 2019. These documents must be submitted to the Finance Section on or before **December 20, 2019.**

School heads are also reminded to submit the liquidation of School MOOE, School Based Feeding Program and DICP on or before December 31, 2019.

Division Program Coordinators are to submit the unpaid accounts/bills for venues, accommodations and meals of trainings and seminars conducted, registration fees of division participants, supplies and materials and others on or before the deadline.

In this regard due to the exigency of service of the abovementioned Key signatories of disbursement vouchers and other fiscal documents, Coordinators of trainings and seminars conducted but not yet paid, School Heads with unliquidated cash advances, Finance Personnel of the division office and IUs and Non-IUs are **not** allowed to take a leave of absence from December 16, 2019 until the required documents are duly submitted and processed except for sick leave.

For dissemination, guidance and strict compliance.