



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM - 23

FROM : SCHOOLS DIVISION SUPERINTENDENT

TO : ARMANDO C. CAPILI, EdD-Asst. Schools Division Superintendent
RAMON C. PEREZ – SGOD Chief
MILGROS M. PEÑAFLOR – CID Chief
PILAR C. IGNACIO – Administrative Officer V – Personnel
MA. LIZA A. MANUEL – HRMO II
JOBELLE ANTONIO – Administrative Officer II
ETHEL JOYCE T. BARTOLOME – Supply Officer
Dr. ROBERTO B. LUNETTA – Medical Officer
Engr. MERCK BRYAN GRAGASIN – Engineer II
All Others Concerned

SUBJECT : **BOOKING OF ACCOUNTS PAYABLE**

DATE : December 20, 2024

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This Office directs all concerned unit heads to ensure the completion of the necessary documents required for the booking of Accounts Payable on December 26, 2024.

All contracts and purchase orders, including those with pending deliveries, must be processed for payments under accounts payable. Unpaid salaries and other personnel benefits, travel expenses, communications, seminars conducted, goods and services rendered, and other claims must have complete documentary requirements for submission to the Accounting and Budget Unit.

Strict compliance with this directive is expected.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent



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