



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

OFFICE MEMORANDUM 2025 - 040

FROM : SCHOOLS DIVISION SUPERINTENDENT

TO : Dr. JERRY DIMLA CRUZ – Asst. Schools Division Superintendent
Mr. RAMON C. PEREZ – SGOD Chief
Dr. MILAGROS M. PEÑAFLOR – CID Chief
Ms. MA. LIZA A. MANUEL – HRMO II
Ms. JOBELE ANTONIO – Administrative Officer II - Payroll Unit
Ms. ETHEL JOYCE T. BARTOLOME – Supply Officer
Dr. JENNIFER M. ALIP – OIC- Medical Officer
Engr. MERCK BRYAN GRAGASIN – Engineer II
Ms. RHODORA C. GANZON – Budget Officer
Ms. ROSALIE JOY G. TRINIDAD - Cashier
All Others Concerned

SUBJECT : **BOOKING OF ACCOUNTS PAYABLE**

DATE : December 9, 2025

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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 - MOOE on December 19, 2025 and Accounts Payable – PS on December 23, 2025.

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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