SUBMISSION OF UNPAID EXPENSES AS OF DECEMBER 31, 2011

TO: Concerned Elementary and Secondary School Heads

1. Records show that a considerable number of school heads were not able to beat the December 30, 2011 deadline for submission of requirements on downloading of MOOE funds thereby requesting for a possible consideration for reimbursement of their unpaid expenses for CY 2011.

2. In view of this, consideration is hereby granted for concerned elementary and secondary school heads to submit claims for reimbursement to Accounting Section Annex not later than January 16, 2012.

3. Claims should be fastened in one (1) folder complete with Disbursement Voucher/s and supporting documents and amounts accurately determined for proper booking-up of expenses/payables. Attached is a format of summary list of unpaid expenses for reference purposes.

4. Please take note however that processing and payment of subject claims will only be made after all requirements such as SIP/AIP and liquidation reports and/or deficiencies/ refunds have been fully complied/paid.

5. In order to maximize utilization of NCA specifically issued for due and demandable accounts payable, everyone is enjoined to observe the deadline for compliance of requirements which is January 31, 2012. Non-compliance will compel this office to revert unpaid claims later and will also result to non-downloading of MOOE.

6. For clarifications, please text/call Ms. Tess Posugac or the personnel in charge of your school @ 09175707105 or 09399937746.

7. For strict compliance.

EMMA I. CORNEJO
Schools Division Superintendent