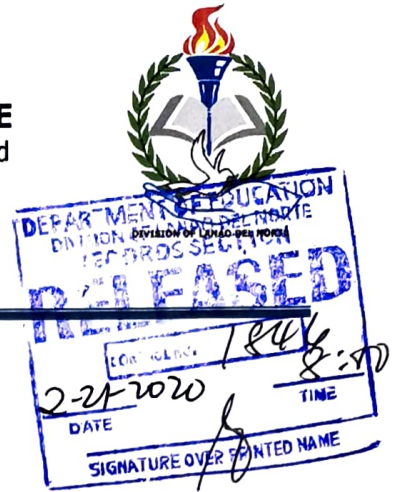




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
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DIVISION MEMORANDUM No. 80 s. 2020

TO : Elementary and Secondary School Heads
Senior Bookkeepers and Disbursing Officers
This Division

FROM : *for: [Signature]*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT :
**SUBMISSION OF SUPPORTING DOCUMENTS FOR PAYMENT OF THE CURRENT
UNPAID OBLIGATIONS OF THE NON-IMPLEMENTING UNITS (Non-IUs)**

DATE : February 18, 2020

1. Relative to the implementation of DepEd Order No. 29, s. 2019 titled "Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-IUs pursuant to COA-DBM and DepEd Joint Circular No. 2019-1, and in order to address the school's pending operational expenses due to delayed opening of new bank account which also leads to late downloading of 1st quarter School MOOE, all **Non-Implementing Units (Non-IUs)** are directed to submit the following:
 - a. **proof of billing,**
 - b. **obligation request,**
 - c. **disbursement voucher, and**
 - d. **other supporting documents** of the current unpaid obligations for this Office to facilitate payment to the supplier/provider.
2. Priorities for payment shall be:
 - a. Schools' mandatory expense items reflected in the **2020 Schools Operating Budget and Monthly Disbursement Program,** and
 - b. Unpaid accounts for Last Mile Schools-School Based Feeding Program based on the approved **Work and Financial Plan.**
3. Payment of other expenditures for the support of school's operation as reflected in the current school's MDP shall be subject to the availability of funds and in accordance with the existing budgeting, accounting, procurement and auditing rules and regulations;
4. Submission of the said documents shall be **10 days prior to monthly due date.**

#GO100



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5. This shall take effect immediately and end only until all Non-IUs are able to open successfully the new bank accounts in March, 2020.
6. Immediate dissemination of and strict compliance with this Memorandum is enjoined.

