



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

December 5, 2024

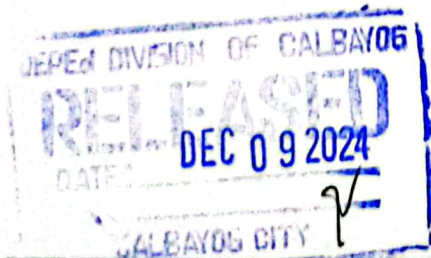
DIVISION MEMORANDUM


No. 658, s. 2024

**ANNOUNCING THE CUT-OFF DATE OF SUBMISSION OF PERSONNEL SERVICES (PS)
AND MOOE CLAIMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Unit/Section Heads
All Others Concerned

1. This is to inform the field that the cut-off date of the submission of all Personnel Services (PS) and MOOE claims is on **December 11, 2024**.
2. The November 2024 Form 7/Report of Service will be used for processing the December payroll. All entries on the December Daily Time Record (DTR) to be submitted on or before the deadline must be the correct and actual time of arrival and departure to avoid any administrative consequences. The updated DTRs with full/complete actual entries together with December Form 7/Report of Service shall be submitted on December 23 – 31, 2024.
3. Claims submitted after the cut-off date will be included in the accounts payable (AP).
4. Immediate dissemination of and compliance with this memorandum are desired.




MARGARITO A. CADAYONA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



Address: P2 Brgy. Hamorawon, Calbayog City, Samar

Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>