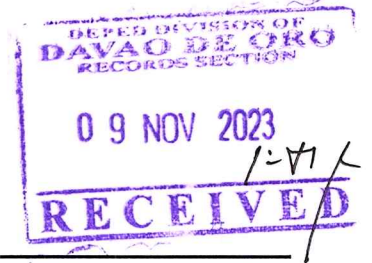




Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

November 6, 2023

DIVISION MEMORANDUM  
 No. 923, s. 2023

**DEADLINE FOR SUBMISSION OF 2023 PS CLAIMS, MOOE REQUEST AND  
 OTHER DOCUMENTS**

To: Assistant Schools Division Superintendent  
 Chiefs, Functional Division  
 All Section Heads  
 All Public Schools District Supervisor  
 All Elementary and Secondary School Heads  
 All Others Concerned

1. This office hereby informs all concerned personnel of the deadlines for all PS and MOOE Claims and other Documents on the hereunder schedules.

CLAIMS	DEADLINE
MOOE Request of Schools	November 30, 2023
PS Claims	December 15, 2023
Travel Claims	December 15, 2023
OTHER DOCUMENTS	
Special Program and P.O. for Obligation	December 15, 2023
MOOE Liquidation	December 15, 2023

2. Please see to it that all claims of your respective offices will be transmitted to the Division Office on or before the above-cited deadlines. District Administrative Assistants and Bookkeepers are highly encouraged to make sure that proper checking and audit shall still apply.
3. For your guidance and strict compliance on this matter.

**CRISTY C. EPE**  
 Schools Division Superintendent

