



DepEd – DIVISION OF QUEZON

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Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: School Head of Secondary Implementing Units (IUs)
Accountant I
Senior Bookkeeper

FROM:  **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: ONLINE SUBMISSION OF THE STATEMENT OF APPROPRIATIONS,
ALLOTMENTS, OBLIGATIONS, DISBURSEMENTS AND BALANCES

DATE : February 13, 2019

In order to meet the deadline set by our Regional Office – Budget & Finance Division, the following are the schedules for the Online submission of the Statement of Appropriations, Allotments, Obligations, Disbursements and Balances, starting February and onwards:

Transaction Covered	Encoding Period
1st to 15th day of the applicable month <i>ex. Transactions from Feb. 1 to Feb 15</i>	15th to 18th of the applicable month <i>ex. Feb 15 – 18</i>
1st to last day of the applicable month <i>ex. Transactions from Feb. 1 to Feb 28</i>	Last day to 3rd day following the applicable month <i>ex. Feb. 28 – Mar 3</i>

Please be reminded that this report serves as our Agency's monitoring tool to assess our financial performance in meeting targets for planned programs, projects and activities for a period. Thus, timely and accurate submission of this report is a must.

For strict compliance.



DEPED - QUEZON
ICT UNIT

UPLOADED

Date/Time: 2-14-19

By: 

Ref. no. UM 62-19

budcap02/13/2019

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