



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

20 Nov 2025

DIVISION MEMORANDUM

No. **163**, s. 2025

**TIMELINES FOR THE CLOSING OF BOOKS OF ACCOUNTS
FOR THE FISCAL YEAR 2025**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/ Unit Heads and Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. To give ample time for the processing of payments and obligations, this Memorandum is issued to set the following timelines to be observed in this Office:

a. In the Schools Division Office

- i. For all payments to both internal and external creditors, the deadline for submission of valid claims will be on December 15, 2025.
- ii. For all obligations using FY 2024 and FY 2025 funds with delivery timelines beyond December 15, 2025, but completed not later than the end of this year, the deadline for submission will be on December 31, 2025.

b. At the School Level

- i. The last date for the issuance of checks for all payments covering all funds will be December 19, 2025
- ii. The last date for the submission of Advice to Debit Account (ADA) to the bank for the issued checks will be December 22, 2025.
2. All school heads are reminded to maintain a balance of Five Hundred Pesos (P500.00) in their school's bank account to avoid bank charges and penalties. Moreover, no additional Cash Advance will be granted to personnel with unliquidated cash advances and/or unsettled returned Liquidation Reports per COA Circular No. 97-002.
3. This office will not assume responsibility for non-payment of claims/ requests submitted beyond the cutoff dates.



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4. For inquiries contact Ms. Ranolyn B. Undray, at ranolyn.undray@deped.gov.ph.
5. Widest dissemination of this Memorandum as desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Irma May G. Dinasas/OSDS/DM – timelines for the closing of books of accounts for the fiscal year 2025
1187/November 20, 2025