



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

RUSH

Department of Education
National Capital Region
RECORDS AND PUBLICATION UNIT

RELEASED

By: Nov
Date: 04 2015 Time: 4-

November 3, 2015

Memorandum to-

Schools Division Superintendents


Enclosed is a copy of the unnumbered Memorandum dated November 3, 2015 of ASEC Armando C. Ruiz, re: Unbooked Obligations for Personal Services, which is self-explanatory and for immediate compliance.

Said report must be submitted through this Office (c/o Finance Division) in hard and soft copies using the attached Template on or before November 5, 2015, for consolidation prior to submission to the Management Division, DepEd-CO. Kindly email an advance copy to garciapaul632@yahoo.com.ph.

fr: **LUZ S. ALMEDA**
Director IV

Incls.:
As stated

Personnel/epm


WILFREDO E. CABRAL
Schools Division Superintendent
Officer-in-Charge
Office of the Assistant Regional Director

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Republic of the Philippines
Department of Education

Tanggapan ng Kawakasing Kalihim
 Office of the Assistant Secretary

RUSH

November 3, 2015

MEMORANDUM

For : **ALL REGIONAL DIRECTORS**

Attention : **ALL CHIEFS OF FINANCE DIVISION**
 FROM : **MR. ARMANDO C. RUIZ**
Assistant Secretary
Officer-In-Charge, Office of the Undersecretary
for Finance and Administration

SUBJECT : **UNBOOKED OBLIGATIONS FOR PERSONAL SERVICES**

With reference to your submitted report on Unbooked Obligations for Personal Services for the last five (5) years, and as agreed during the Coordination Meeting with Accountants and Finance Officers nationwide, held in Legaspi City last October 15, 2015, you are hereby instructed to submit a more detailed report following the template below:

Schools Division	School	Name of Teacher	Position	Salary Grade & Step	Monthly Salary	Unpaid PS Obligation	Duration	Justification on Non-Payment

Please e-mail your respective detailed report to the Management Division, this Office, on or before November 6, 2015, at mgtdiv.depedcentral@yahoo.com (both scanned signed copy and Excel file), for our review/validation. This Office will request the release of fund for valid claims, as validated, to the Department of Budget and Management soonest.

For immediate compliance. Thank you.

A. C. RUIZ

mgd/