
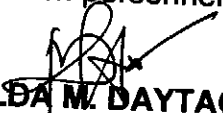
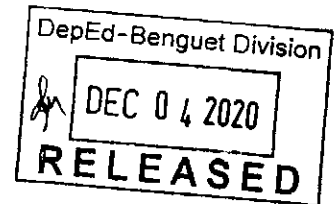
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074) 422-7501	
	DIVISION MEMORANDUM No. 261 s. 2020	

TO: Public Schools District Supervisors/Coordinating Principals
 Elementary and Secondary School Heads (Non-IUs)
 Mobile and School Bookkeepers of Non-Implementing Units
 All concern personnel

FROM: 
BENILDA M. DAYTACA EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division Superintendent



Subject: **SUBMISSION OF FINANCIAL DOCUMENTS FOR PROCESSING FOR CY 2020**

Date: December 3, 2020

Relative to the closing of books for Calendar Year 2020, please be reminded of the following deadlines:

1. Final downloading of School MOOE and other special funds will be on **December 11, 2020**. Please take note that no taxes will be withheld for disbursements using the School MOOE final releases.
2. Submission of Authority to Transfer Funds to BTR (Annex G) to Landbank will be on or before **December 18, 2020** (per DepEd Order No.29, s. 2019). Snapshots of bank balances must be secured before preparing Annex G for accuracy of report.
3. Submission of Special Hardship Report of Attendance from August to November 2020 will be on **December 7, 2020** and Special Hardship Attendance for December 2020 will be on **December 21, 2020**. Attachments for the Special Hardship Attendance are biometrics generated DTR (exemption for unenergized schools as certified by the Barangay) and IWAR/IDLAR.
4. Final submission of Liquidation Reports will be on **December 28, 2020**.

Immediate dissemination of this memorandum to all concerned is enjoined.