



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 11, 2025

DIVISION MEMORANDUM

No. 610, s. 2025

REMINDER ON THE SUBMISSION OF CLAIMS FOR FY 2025

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Coordinators
Division Engineer
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and Integrated Schools
Division Office Unit/Section Heads
Division Bids and Awards Committee (Division BAC)
All Others Concerned

1. Section 70 of the General Provisions of Republic Act No. 12116 (FY 2025 General Appropriations Act) and National Budget Circular (NBC) 595 dated January 20, 2025 (Guidelines on the Release of Funds for FY 2025)
2. In compliance to the above-mentioned issuances, all concerned are hereby instructed to expedite implementation of their programs, activities, and projects for FY 2024. Focal persons responsible for every program must closely coordinate with the Division Budget Officer and the Division Bids and Awards Committee (Division BAC) to expedite procurement; and the Division BAC to immediately submit to the Division Budget Unit their corresponding requests to obligate contracts and purchase orders.
3. For School Maintenance and Other Operating Expenses (MOOE) and other Program Funds of Elementary, Secondary and Integrated Schools (both junior and senior high schools), all cash advances must be liquidated on or before **December 15, 2025**.
4. All claims subject for payment within the year, other than cash advance shall be submitted on or before **December 15, 2025** to the Division Budget Unit. Deadline of submission of claims for inclusion in the Report of Due and Demandable Accounts Payable (DDAP) is on **December 26, 2025**. Payment should be made to goods delivered and services rendered only. Claims not included in the List of DDAP **will not be paid**.



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph



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5. Please be advised of the period for the Cash Budgeting System as follows:

Fund Source	Validity of Appropriations	Remarks
FY 2024 (Continuing Appropriations)	January 1 – December 31, 2025	All FY 2024 (MOOE and Capital Outlay) appropriations shall be available for release and obligation for the purpose specified and under the same General and Special Provisions until <u>December 31, 2025</u> , including construction of infrastructure projects, delivery of goods and services, inspection and payment per Republic Act No. 11975
FY 2025	January 1, 2026 – December 31, 2026 (MOOE and CO) January 1, 2026 – December 31, 2025 (PS)	All appropriations shall be available for release, obligation and disbursement for the purpose specified and under the same General and Special Provisions, as applicable thereto, as follows: (1) Personnel Services (PS) until <u>December 31, 2025</u> and (2) Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) until <u>December 31, 2026</u> , including construction of infrastructure projects, delivery of goods and services, inspection and payment

6. Kindly ensure that all documentary requirements are complete and submitted for obligation before the deadline.
7. All concerned must also ensure that their bank accounts are maintained active to avoid invalidated entries in the List of Due and Demandable Accounts Payable (LDDAP).
8. This Office shall not be liable for claims not submitted within the prescribed deadline.
9. Immediate dissemination and strict compliance are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ

Chief Education Supervisor

Schools Governance and Operations Division

In-charge of the Division

/MAJ/ARLN



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