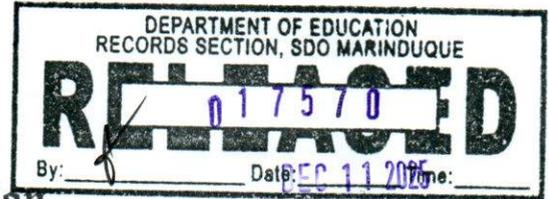




Republic of the Philippines
Department of Education

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent



MEMORANDUM

OSDS-BUDGET-2025-003

TO : Assistant Schools Division Superintendent
Bids and Awards Committee
Property and Supply Section Head
Payroll Unit Head
All Schools Division Office Employees

FROM : **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT : **SUBMISSION OF DOCUMENTS DUE FOR OBLIGATION FOR
FY 2025**

DATE : **December 11, 2025**

To ensure outstanding fiscal performance of our agency, all concerned Schools Division Office Personnel are directed to submit to the Budget Office the following documents due for obligation **on or before December 23, 2025**:

1. All completed contracts;
2. Purchase Orders;
3. Supplemental payrolls;
4. Documents for travel; and
5. Other reimbursement to the agency.

Please be advised that only **two (2) working days** will be available after the deadline to process obligations, prepare reports, and close our registry.

For strict compliance.

/OSDS-Budget/AMM/Submission of documents due for obligation for FY2025/



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>