

DRN: _____

MEMORANDUM

FOR : **HEADS OF ALL OFFICES, BUREAUS, SERVICES AND UNITS**
DSWD Central Office

THE REGIONAL DIRECTORS
DSWD Regional Offices I to XII, NCR, CAR and CARAGA

FROM : **THE UNDERSECRETARY**

SUBJECT : **FINANCIAL MANAGEMENT GUIDELINES NO. 27, SERIES 2020:
DEADLINE OF SUBMISSION OF FINANCIAL CLAIMS FOR CY 2020**

DATE : **23 OCTOBER 2020**

This refers to the submission of Obligation Request and Status (ORS) and Disbursement Voucher (DV) for financial claims **every 10th of the following month**. We have observed that there are financial claims submitted beyond the deadline set:

On this, please be reminded of the deadline of the submission ORS and DV for claims, as follows:

Period of transactions	Deadline
• October to November 2020	Every 10 th of the following months
• December 2020	December 29, 2020

Any ORS submitted beyond December 29, 2020 will not be included as obligations for CY 2020 and may be considered as unbooked obligations. For unbooked obligations, the claimant may file their claims directly to the Commission on Audit (COA).

For any inquiries or clarifications regarding this guideline, you may contact the following:

Name	Position	Telephone Number/s
• Ms. Meriel P. Castillo	Chief, Budget Division for Regular Programs	Direct line: 951-7118 Trunk line: 931-8101-07 local 224/225 VOIP: 88570
• Ms. Janine G. Cosino	Chief, Budget Division for Special Programs	Direct line: 931-8149 Trunk line: 931-8101-07 local 216 VOIP: 88571

For your guidance and strict compliance.


JOSE ERNESTO B. GAVIOLA

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