



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR No. 026

To: **All Officials and Employees in the Department Proper
Regional/Provincial/City Prosecutors and Support Staff**

Subject: **Call for Submission of All 2018 Claims for Payment or
Reimbursement**

Date: **OCT 04 2018**

In order to facilitate settlement of valid payables of the Department within the current year and avoid recurrence of unpaid obligations, the following directives are hereby issued:

1. All claims for payment of obligations **incurred from January to September 2018**, such as but not limited to salaries, allowances and other personal benefits, transportation expenses for designated special disbursing and liaison officers should be filed, together with all supporting documents, to the Budget Division, Financial Service, this Department, **on or before 15 November 2018.**
2. The Director of the Administrative Service or the Financial Service should inform creditors or suppliers with receivables from the Department arising from duly-approved contract or purchase/job order to submit their claims for payment, together with all supporting documents, within the above-mentioned deadline.
3. Claims filed beyond the deadline will be processed as the least priority among the accounts payables and subject to availability of funds.

For strict compliance.

MENARDO I. GUEVARRA

Secretary

Department of Justice
CN: 0201810069

