



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MEMORANDUM CIRCULAR No. 040

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

Subject : Deadline for Submission of All FY 2018 Claims

Date : NOV 29 2018

In order to facilitate settlement of payables of the Department within the current year and avoid spill-over of outstanding payables to the incoming year's cash disbursement program, everyone is informed of **the following non-extendible deadlines for filing of claims for payment or reimbursement:**

1. For payment and crediting in 2018	21 December 2018
2. For Obligation as accounts payable	04 January 2019

Claims received after the 4 January 2019 deadline will be categorized as unbooked obligations, and shall be processed or paid in accordance with the applicable rules of the Commission on Audit and Department of Budget and Management.

For strict compliance.

MENARDO I. GUEVARRA

Secretary Department of Justice
CN: O201811266



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All concerned.