



Republic of the Philippines
Department of Education
 REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

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SCHOOL MEMORANDUM
 No. 075, s. 2026

MAR 12 2026

FY 2026 TIMELINES AND DOCUMENTARY REQUIREMENTS FOR SUBMISSION TO THE FINANCE FOR PAYMENT

To: Chief Administrative Officers
 Chief Education Program Specialist
 All School Office Personnel
 All Others Concerned

1. In relation to the conversion of the school's status into an implementing unit for FY 2026, this Office informs all concerned units of the revised timeline and documentary requirements for the submission for payment.
2. To ensure smooth financial operations, the Finance Division is implementing strict timelines for the submission of Disbursement Vouchers (DVs) and documentary requirements.
3. These guidelines are established to:
 - Provide the Finance team adequate time to thoroughly review all submitted documents.
 - Provide the Cash Unit enough time to process payments efficiently.
 - Provide the Finance team sufficient time to prepare and submit accurate financial reports to our oversight agencies (COA, DBM, DepEd SDO, RO, CO).
4. Please be advised of the following policies regarding document submission and processing:
 - DVs with incomplete documentary requirements and signatures shall not be accepted and will be returned to the proponent immediately to ensure that the attachments and approvals are secured prior to submission.
 - Vouchers received after the specified cut-off dates as per details below shall not be accommodated in the current cycle and shall be processed the following month.

April	April 24, 2026
May	May 25, 2026
June	June 26, 2026
July	July 27, 2026
August	August 20, 2026
September	September 25, 2026
October	October 26, 2026
November	November 24, 2026
December	December 18, 2026



"Bayan ng Bayani, Bayani ng Sining"

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- Processing for travel and other reimbursements shall be conducted on a strict monthly basis, in which claims for more than a month shall no longer be accepted
- The Cash Unit is required to transmit all paid vouchers to the Finance Department every Thursday and on the last working day of the month to facilitate the proper recoding to Financial and Budgetary Reports.

5. Documentary Requirement checklists are available in this link:
<https://tinyurl.com/348yw9jj>



6. For information, guidance, and strict compliance.


MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

MAR 12 2026

To be indicated in the Perpetual Index
Under the following subjects

Timeline
Documentary Requirements

FD01/ FD04 March 12, 2025

