



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

November 5, 2024

DIVISION MEMORANDUM

No. **539**, s. 2024

**SUBMISSION OF CONTRACTS OF SCHOOL CONTRACT OF SERVICE PERSONNEL TO THE SDO
BUDGET UNIT**

To: Public Schools District Supervisors
IU School Principals/Heads
IU Administrative Officers II
IU Senior Bookkeepers
All Others Concerned

1. This is to remind bookkeepers and accountable officers to submit copies of the **CONTRACTS** of the Contract of Service Personnel within the District to the **SDO Budget Unit**. **Please in one folder per District.**
2. Please take note that payment to COS for the month of January will be obligated in December supported by the contracts you submit. **Failure to submit a contract will result in no obligation of the expense, which will mean no funds to be downloaded.**
3. Deadline of the above contracts will be on **November 8, 2024**.
4. This is to further remind concerned personnel to update the attendance of Admin Support Staff by completing the link:

<https://tinyurl.com/COS-attendance-monitoring>
5. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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