



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-DC-_____

DEPARTMENT CIRCULAR No. 060

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

All Special Disbursing Officers and Liaison Officers

Subject: **Deadline for submission of all CY 2017 Money Claims
and/or Claims for Reimbursements**

Date: NOV 17 2017

In order to facilitate settlement of valid government payables within the current year and avoid recurrence of unpaid obligations, all money claims, 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 Financial Service, this Department, **on or before the following non-extendible deadlines:**

1. For payment and crediting in 2017	-	22 December 2017
2. For obligation as accounts payable	-	5 January 2018

Claims received after the 5 January 2018 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.

The Financial and Administrative Services are likewise directed to inform the Department's creditors or suppliers to ensure timely processing of any unpaid obligations within the current year.

For strict compliance.


VITALIANO N. AGUIRRE II
Secretary

Department of Justice
CN : 0201711082

