



Ref. No. 2025- 155  
March 10, 2025

**MEMORANDUM FROM THE DIRECTOR**

FOR : **ALL CONCERNED DIVISIONS**

THROUGH :   
**ROBERTO S. QUING, JR.**  
Head, AFD-Accounting Unit

  
**MELODY T. MEMITA**  
Head, Ad-Hoc Admin & Finance Division

SUBJECT : **DEADLINE OF SUBMISSION FOR VARIOUS CLAIMS FOR FINANCIAL YEAR (FY) 2025**


To ensure timely processing and compliance with regulatory requirements, please be reminded that all expenses incurred and claims related to FY 2025 must be submitted immediately to the Accounting Unit through the Budget Unit. This is in accordance with the quarterly deadline set by the Land Bank of the Philippines (LBP) and within the validity period of the Notice of Cash Allocation (NCA).

As such, all Vouchers (ORS/DVs) **with complete supporting documents** must be submitted to the Finance Division **on or before the fifteenth (15<sup>th</sup>) day at the end of each quarter**. If the deadline falls on a weekend, it will be moved to the previous working day. This will allow the Accounting Unit to pre-audit and record various claims submitted by the respective units. Please refer to the table below:

QUARTER	DEADLINE
1 <sup>st</sup> Quarter	March 17, 2025
2 <sup>nd</sup> Quarter	June 13, 2025
3 <sup>rd</sup> Quarter	September 15, 2025
4 <sup>th</sup> Quarter	December 15, 2025

Late submission of said documents shall be processed in the following quarter. Unsubmitted claims during the 4th Quarter shall be included in the CY 2025's Prior Year's Accounts Payable (AP).

Please note these deadlines and ensure strict compliance.

  
**JUNEL B. SORIANO, PhD**  
Director

