



Dear All,

We would like to inform you that the last day for entering the services entries (SEs) for the month of May will be on **Monday 28th may 2018 at 15:00 hrs.** You are kindly requested to create services entries for all your work completed up to that date.

In the event where by you are unable to create the service entries, then please provide us with the **VOWD** to be posted as manual accruals by filling in the attachment by **May, 29th 2018 before 18:00 hrs.** Kindly note, that manual accruals are secondary option in case of missed Service Entries. In your manual accruals include any work done and still pending with disputes. **No manual accruals will be considered without proper information and Back-ups.**

Please submit the **VOWD** by **Tuesday, May, 29th 2018 before 18:00 hrs.** Kindly make sure copying your **Contract Holders** and **Finance Focal Point** as follow:

FCE/5, Jokha.J.Jabaly@pdo.co.om
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Regards 22/5/2018

Jokha Jabaly

*Senior Finance Operations (FCE/5)
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