



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 028, s. 2024

JAN 26 2024

CONDUCT OF THE SCHOOL MOOE LIQUIDATION DAY

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
Finance Personnel
Division and Clustered Bookkeepers
All Others Concerned

1. In order to ensure the timeliness of the submission of liquidation reports and the prompt release of cash advance to schools, this Office through the Accounting Unit will conduct the School MOOE Liquidation Day per district on the following dates and venues:

District	Date	Venue
K2	February 5 (a.m.)	Matama E/S
K3	February 5 (p.m.)	Linao E/S
K1	February 6 (a.m.)	Orong E/S
K5	February 8 (a.m.)	Bula E/S
K4	February 12 (a.m.)	Mamig E/S

2. This activity aims to check the liquidation status of cash advances and provide technical assistance, when needed, for the timely downloading of the School MOOE Allotments.

4. The conduct of the Liquidation Day is also anchored on Rewards and Recognition Pillar of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), where Accountable Officers who have complete and timely submission of liquidation reports are awarded with Certificates of Recognition.

5. All concerned personnel are advised of the following:

- a. Elementary and Non-IU Secondary School Heads must bring their Liquidation Reports (LRs) with COMPLETE supporting documents for the months of December 2023 to January 2024 (Please disregard if the School Head had already submitted the LR with complete documents for the said months)
- b. All Clustered School Bookkeepers should be at the venue on the scheduled dates for their assigned schools. The Liquidation Reports of their assigned schools must be checked prior to the activity.



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- c. The Division Bookkeepers, Accountant III, Administrative Officer V – Budget, Engineer III and Supply Officer must be present in every scheduled date.
6. In addition, as part of this Office’s efforts to ensure efficient utilization of government funds, the Division Accounting Personnel shall conduct a Periodic Internal Audit of the cash advances released to public elementary and Non-IU Secondary schools any time within the current fiscal year and thereafter.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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