



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Brgy 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 / (034) 471-2454

March 5, 2020

DIVISION MEMORANDUM

No. 68, s. 2020

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public School District Supervisors
Elementary and Secondary School Heads
Finance Personnel
All Concerned

SCHOOL MOOE LIQUIDATION AND DOWNLOADING DAY

1. To update the submission of liquidation reports and have prompt release of cash advance to schools, the division will conduct a One Day School MOOE Liquidation and Downloading Day.

2. The schedule for this month is as follows:

District	Date	Venue
K 4	March 9, 2020	Bantayan Elementary School
K 1	March 10, 2020	Hilamonan Elementary School
K 5	March 16, 2020	Oringao Elementary School
K 2	March 17, 2020	Tampalon Elementary School

3. The objective of this activity is to check the liquidation and download the School MOOE on the same day. To achieve our objective, the following are required:

- Elementary and Non-IU Secondary School Heads must bring their Liquidation Reports with COMPLETE supporting documents.
 - All Clustered Bookkeepers assigned to the scheduled District should be at the venue. The liquidation report of their assigned schools must be checked first prior to the activity.
 - Division Bookkeepers, Accountant, Budget Officer and Admin Assistant-Cash Unit must be present during the activity.
4. However, if March and April School MOOE had been downloaded to the school, the school head is exempted to this activity.
5. Travelling expenses are chargeable to Division/School MOOE funds subject to accounting and auditing standards.
6. For your strict compliance.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent 