



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

January 6, 2023

DIVISION MEMORANDUM

No. 002, s. 2023

JAN 09 2023

CONDUCT OF THE "LIQUIDATION DAY"

To: OIC-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. To update the submission of liquidation reports and have prompt release of cash advance to schools, this Office through the Accounting Unit will conduct a One Day School MOOE Liquidation Day per district.

2. The schedule is as follows:

District	Date	Venue
K5	January 30, 2023	Tagukon NHS
K4	January 31, 2023	Pinaguinpinan E/S
K3	February 1, 2023	Jose Peralta MS
K2	February 2, 2023	Kabanyohan E/S
K1	February 3 2023	DC Gurrucharri E/S

3. The objective of this activity is to check the liquidation and provide technical assistance for the timely downloading of the School MOOE.

4. The Liquidation Day is also anchored on Rewards and Recognition under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM). Those Accountable Officers who have complete and timely submission of liquidation reports shall be awarded with Certificate of Recognition.



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5. All concerned personnel parties are advised of the following:
 - a. Elementary and Non-IU Secondary School Heads must bring their Liquidation Reports with COMPLETE supporting documents for the month of **December 2022**. (Please disregard if the School Head had submitted already the LR with complete documents for the abovementioned months)
 - b. 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.
 - c. Division and Clustered Bookkeepers, Accountant III, Administrative Officer V – Budget, Engineer III and Supply Officer must be present during the activity.
6. Relative to this, the Division Accounting Personnel will conduct monitoring to all schools any time within the year.
7. Expenses relative to the conduct of this activity shall be chargeable against Division/School MOOE funds subject to the usual accounting and auditing rules and regulations.
8. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
9. Health and safety protocols shall be strictly adhered to during the conduct of this activity.
10. Widest dissemination and strict compliance with this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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