



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

**Office of the Schools Division  
Superintendent**

MAR 11 2022

**DIVISION MEMORANDUM**  
No. 096, s. 2022

**SUBMISSION OF SCHOOL MOOE LIQUIDATION REPORTS**

To: OIC-Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 008, s. 2019 titled, "Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, Including Other Funds Managed by Schools", Non-Implementing Units/Schools should submit to the Schools Division Office their liquidation reports on or before the 5<sup>th</sup> day of the following month after the cash advance was granted.
2. In this connection, all School Heads are required to settle their unliquidated cash advances granted for the year 2021 and for the months of January and February 2022 under School Maintenance and Other Operating Expenses (MOOE) and School Based Feeding Program together with the complete additional documentary requirements and updated forms as prescribed by the Commission on Audit and the IRR of R.A. 9184.
3. All cash advances granted on CY 2021 must be settled on or before **March 15, 2022**, while cash advances granted on CY 2022 (for the months of January and February) must be settled on or before **March 18, 2022**.
4. All lacking documentary requirements in compliance with the updated and additional forms must be submitted to the Accounting Office on or before **March 25, 2022**.
5. All Public Schools District Supervisors are enjoined to provide technical assistance to school heads in their respective districts for immediate action to fast track the MOOE downloading.



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6. Immediate dissemination of and compliance with this Memorandum are desired.

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

