



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

DIVISION MEMORANDUM

No. 154, s. 2023

APR 05 2023

CONDUCT OF THE SCHOOL MOOE 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 School MOOE Liquidation per district for the 1st Quarter of 2023.

2. The schedule is as follows:

District	Date	Venue
K5	April 17, 2023 (p.m.)	Carol-an E/S
K4	April 18, 2023 (a.m.)	Bantayan E/S
K2	April 18, 2023 (p.m.)	Tampalon E/S
K1	April 19, 2023 (a.m.)	Tan-awan E/S
K3	April 19, 2023 (p.m.)	Daan Banua E/S

3. The objectives of this activity are 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.

5. All concerned personnel are advised of the following:



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- a. Elementary and Non-IU Secondary School Heads must bring their Liquidation Reports with COMPLETE supporting documents for the months of **January to March**. (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 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. 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.
8. Health and safety protocols shall be strictly adhered to during the conduct of this activity.
9. Widest dissemination 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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