



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

DIVISION MEMORANDUM

No. 304, s. 2021

DEC 01 2021

SUBMISSION OF SCHOOL MOOE LIQUIDATION REPORTS FOR CY 2021

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, any remaining cash advance at the end of the year must be liquidated in full and the unexpended balances be refunded.
2. In this connection, all School heads are required to settle their unliquidated cash advances granted for the period January to December 2021 under School Maintenance and Other Operating Expenses (MOOE) and School Based Feeding Program for SY 2020-2021. All cash advances must be settled before year end.
3. All PSDS are enjoined to provide technical assistance to school heads in their respective districts for immediate action.
4. All liquidation reports with complete supporting documents shall be submitted to the Accounting Office on or before **December 20, 2021**.
5. 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



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