



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

**DIVISION MEMORANDUM**

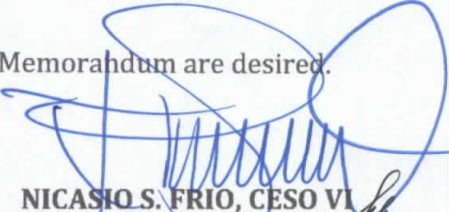
No. 318, s. 2021

DEC 06 2021

**UTILIZATION OF DOWNLOADED CASH ADVANCES OF SCHOOL MOOE 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. 029, s. 2019, Authority to Debit/Credit account of the outstanding balance (Net of Maintenance Balance and Outstanding Checks) shall be submitted by the School Head to the LANDBANK not later than **December 20 of every year**. However, the LANDBANK may accept the said Authority to Debit/Credit Account up to the last banking day of the year (12:00 PM), subject to LANDBANK's discretion. In addition, only the remaining balance amounting to P500.00 shall remain to their bank account as of yearend. All the interest income (net of tax) should be remitted to the Bureau of Treasury (BTr).
2. In this connection, all School heads are required to settle and utilize 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 checks must be issued on or before **December 20, 2021**.
4. All PSDSs are enjoined to provide technical assistance to school heads in their respective districts for immediate action.
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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph