



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

August 19, 2022

**DIVISION MEMORANDUM**

No. 320, s. 2022

**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, the division will conduct a One Day School MOOE Liquidation Day per district.

2. The schedule is as follows:

<b>District</b>	<b>Date</b>	<b>Venue</b>
K5	September 5, 2022	Hinapunan Integrated School
K4	September 6, 2022	Pacao E/S
K2	September 7, 2022	Camugao E/S
K3	September 8, 2022	Magballo E/S
K1	September 9, 2022	Casipsipan 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 months of **JULY and AUGUST 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. For 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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