



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

September 16, 2020

**DIVISION MEMORANDUM**

No. 154, s. 2020

**To:** Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Elementary and Secondary School Heads  
All Other Concerned

**SUBMISSION OF DOCUMENTS FOR SCHOOL MOOE PROCUREMENT**

1. Division Memorandum No. 153, s. 2020 dated September 11, 2020 entitled "Updating and Submission of School MOOE Liquidation Reports", required all schools the submission of liquidation reports up to August as cut off, on September 15, 2020.
2. As of today, September 16, 2020, there are still schools which failed to submit the required documents, resulting to delayed release and liquidation of School MOOE, from May to August 2020.
3. Concerned Schools Heads(see Annex A) are required to submit an explain in writing the delay in processing and liquidation of MOOE to be submitted to the Office of the Schools Division Superintendent c/o Accounting Section on Friday, September 18, 2020.
4. Furthermore, School Heads are reminded that in extreme cases on Non Liquidation of MOOE, the Division Office may intervene as embodied DepEd Order No. 8, s. 2020 Sec V.C.2.2.
5. In addition, all Schools Heads shall submit to the Accounting Section all necessary documents for their account payables and for the procurement of their School MOOE supplies and materials.
  - a. If procurement has been done and items already received by the school, documents for submission are:
    - i. Charge Invoice and Delivery Receipt
    - ii. Purchase Request (Signed)
    - iii. Purchase Order (Signed)
    - iv. Quotation (Signed)
    - v. Abstract of Canvass (Signed)
    - vi. Requisition Issue Slip(RIS)/ Inventory Custodian Slip (ICS) (Signed)



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- vii. Program of Works
- b. If no procurement has been made yet, documents for submission are:
  - i. Purchase Request (Signed)
  - ii. Quotation
  - iii. Program of Works
- c. For item 5(b), the school bookkeepers shall assist in procuring the items.
  - i. PO, Abstract of Canvass, RIS/ICS will be submitted after procurement process
- d. For cash advance for September-October and November – December, School Heads shall submit documents of updated liquidation and procurement for Cash Advance.
- 6. School Bookkeepers shall assist School Heads for prompt processing and preparation of MOOE Liquidation documents,
- 7. All documents are due on September 23, 2020.
- 8. For your guidance and strict compliance.

  
**PORTIA M. MALLORCA, PhD., CESO V**  
Schools Division Superintendent 



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**Annex A. List of Schools with Unliquidated MOOE as of August 2020.**

	SCHOOL	SCHOOL HEAD	MONTHS TO BE PROCURED
<b>Kabankalan - I</b>			
1	Balisong	Joel T. Abarro	July to August
2	Lorenzo Zayco	Jacqueline B. Dagunan	July to August
3	Orong	Abner D. Docdocil	July to August
4	Tan-awan	Joe Marie G. Canlog	July to August

<b>Kabankalan - II</b>			
1	Camansi	Raul Mambalos	May to August
2	Cara-an	Anthony Jones V. Garzon	May to August
3	Kabanyohan	Rusty Mapa	July to August
4	Magtongtong	Noly L. Latosa	July to August
5	Matama ES	Ben T. Villanueva	July to August
6	SONEDCO	Rey R. Cajilig	July to August

<b>Kabankalan III</b>			
1	Calabasahan	Christine D. Caligner	July to August
2	Daan Banua	Benjie F. Gonzales	May to August
3	Magballo	Ariel Tantiado	March to August
4	San Jose	Henrylito Tingson	July to August
5	Talubangi	Lira R. Varona	July to August

<b>Kabankalan IV</b>			
1	Baras Duitay	Renato A. Puro	May to August
2	Camandaan	Renato A. Puro	May to August
3	Pinaguinpinan	Ma. Teresa Yana	May to August

<b>Kabankalan V</b>			
1	Bula	Mary A. Nobles	July to August
2	Camingawan	Lowanda Padilla	July to August
3	Carol-an	Ruben A. Saquian	July to August
4	Hinapunan	Joel R. Pacheo	July to August
5	Oringao	Denrose L. Entierro	July to August
6	Pres. Osmeña	Loreto Carian	March to August

<b>JUNIOR HIGH SCHOOL</b>			
1	Hinapunan IS	Joel Pacheo	July to August
2	Magballo NHS	Redema Macaya	July to August
3	Pinaguinpinan NHS	Randy V. Relota	July to August
4	Tagukon NHS	Marita T. Gualferio	July to August
5	Talubangi NHS	Dinah Gatilago	July to August

<b>SENIOR HIGH SCHOOL</b>			
1	Pinaguinpinan NHS	Randy Relota	July to August



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