



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

January 27, 2021

DIVISION MEMORANDUM
No. 027, s. 2021

CHECKING AND SUBMISSION OF LIQUIDATION REPORTS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary School Heads
Secondary School Heads of Non-IU's
All Concerned

1. To update the submission of liquidation and have prompt release of cash advance to schools, the division will conduct a **One-Day Checking and Submission of Liquidation Reports**.
2. The first schedule for this year will accommodate the **District II schools** on **Tuesday, February 9, 2021, 9:00 AM** at **Tampalon ES**. The following schedule for the remaining district are as follows:

District	Date	Venue
III	February 11, 2021	Salong ES
V	February 16, 2021	Camingawan ES
I	February 18, 2021	Lorenzo Zayco ES
IV	February 23, 2021	Tabugon ES

3. The objective of this activity is to check the liquidation of the School MOOE on the same day. To achieve our objectives, the following are required:
 - a. Elementary and Non-IU Secondary School Heads must **bring their previous months' unliquidated reports, additional MOOE, and January 2021 liquidation with complete supporting documents**.
 - b. All clustered Bookkeepers assigned to District should be at the venue. The liquidation report of their respective assigned schools must be checked first before the activity. They are also **advised to bring Bank Reconciliation Reports for January 2021**.
 - c. Division Bookkeepers, Accountant, Budget Officer, and Admin Assistant Cash Unit must be present during the activity.
4. Travelling expenses are chargeable to Division/School MOOE funds subject to accounting and auditing standards.

PORTIA M. MALLORCA, Ph.D, CESO V
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

