



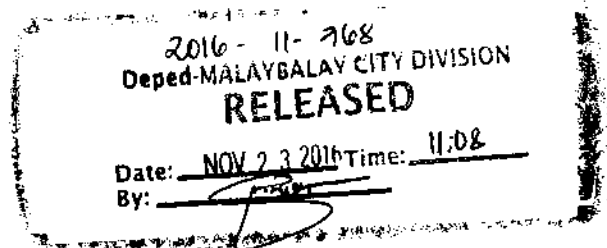
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay



DIVISION MEMORANDUM

No. 035 s. 2016

TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads and Staff
School Administrators Concerned
This Division



FROM:  **EDILBERTO L. OPLENARIA, CESO VI**
Schools Division Superintendent

DATE: November 22, 2016

SUBJECT: **SUBMISSION OF ADDITIONAL LIQUIDATION OF SCHOOL MOOE AND OTHER SPECIAL PURPOSE CASH ADVANCE**

1. As per Division Memorandum No. 580, s. 2016 dated October 27, 2016 re: *Deadline for Liquidation and Processing of Payments*, the deadline on the submission of *additional liquidation of School MOOE and other special purpose cash advance* is on December 16, 2016.
2. Further, it is expected that a number of trainings and activities shall be conducted in December, including the 2016 Palarong Pampook which is scheduled on December 12-16, 2016.
3. In line with these, to ensure active and full participation on all trainings and activities conducted by the Department and at the same time ensure compliance to COA rules and regulations, you are advised to submit earlier than the prescribed date.
4. For information and guidance.