



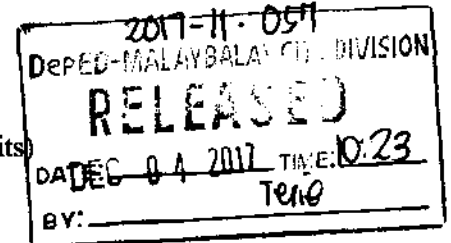
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay



November 27, 2017

DIVISION MEMORANDUM

No. 660, s. 2017



To: Secondary School Administrators (Non-Implementing Units)
Elementary School Administrators
Financial Staff
All concerned


SUBJECT: **SCHEDULE FOR AUDIT OF 4TH QUARTER SCHOOL MOOE LIQUIDATION**

To reach the target of zero “0” unliquidated cash advance at the end of the year, submission of Liquidation Reports and supporting documents shall be set on December 18-20, 2017 (please see attached schedule). Furthermore, please be guided on the following:

1. The applicable checklist must be attached and placed before every Disbursement Voucher.
2. The Accountable Officer must be present during the audit.
3. The Bookkeeper shall check immediately upon receipt of the liquidation.
4. Once the liquidation is deemed in order, it shall be stamped received by the Receiving Section.
5. In case there are any discrepancies, the liquidation shall be returned for immediate compliance.

Accountable Officers who were not able to submit during the scheduled time and date is deemed ‘late’ and shall follow the normal course of audit. It also follows that the refund shall be made in the succeeding year, hence deemed unliquidated as of December 31, 2017.

For strict compliance.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Enc: Schedule for Audit

SCHEDULE OF CHECKING/SUBMISSION OF LIQUIDATION REPORTS

December 18, 2017

TIME	SCHOOL	BOOKKEEPER
8:00-9:00 AM	Silae Elementary School Binalbagan Elementary School Caburacanan Elementary School Kibalabag Elementary School - Far East St. Peter Elementary School Tuburan Elementary School Zamboanguita Central School Aglayan Elementary School Bangcod Central School	Rico M. Asentista Ailyn P. Talaman Nelly L. Salga Roxanne L. Narido Joseph P. Wapille Ray A. Congcong Raymond G. Cagas Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
9:00 - 10:00 AM	Macote Elementary School Candi-islan Elementary School Airport Village Elementary School Brgy. 9 Elementary School BCT Elementary School Linabo Central School	Ailyn P. Talaman Nelly L. Salga Laureen Marie L. Limena-Ricarte Rico M. Asentista Joseph P. Wapille Ness Viola M. Borres
10:00 - 11:00 AM	Indalasa Elementary School Balangbang Elementary School Managok Elementary School	Nelly L. Salga Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
11:00 - 12:00 NN	San Martin Elementary School	Ness Viola M. Borres
1:00 - 2:00 PM	Kulaman Elementary School Cabangahan Elementary School Sawaga Elementary School	Nelly L. Salga Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
2:00 - 3:00 PM	Mapulo Elementary School Laguitas Elementary School	Nelly L. Salga Laureen Marie L. Limena-Ricarte
3:00 - 4:00 PM	Patpat Elementary School	Nelly L. Salga
3:00 - 4:00 PM	San Jose Elementary School	Laureen Marie L. Limena-Ricarte

December 19, 2017

TIME	SCHOOL	BOOKKEEPER
8:00-9:00 AM	Bendolan Elementary School Can-ayan Integrated School Casisang Central School Malaybalay City Central School Bagong Silang Elementary School Dapulan Elementary School Paiwaig Elementary School San Roque Elementary School Busdi Integrated School - SHS	Ailyn P. Talaman Nelly L. Salga Laureen Marie L. Limena-Ricarte Roxanne L. Narido Ness Viola M. Borres Rico M. Asentista Joseph P. Wapille Rey A. Congcong Reymond G. Cagas
9:00 - 10:00 AM	Lalawan Elementary School Datwangan Elementary School Mabuhay Elementary School Busdi Integrated School	Ailyn P. Talaman Nelly L. Salga Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
10:00 - 11:00 AM	Kilap-agan Elementary School Magsaysay Elementary School Calaawag Elementary School	Nelly L. Salga Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
11:00 - 12:00 NN	Tag-ilanao Elementary School	Nelly L. Salga
1:00 - 2:00 PM	Tintinaan Elementary School Natic-asan Elementary School Malapgap Elementary School	Nelly L. Salga Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
2:00 - 3:00 PM	Panamucan Elementary School Migiamin Elementary School	Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
2:00 - 3:00 PM	Padernal Elementary School	Ness Viola M. Borres

December 20, 2017

TIME	SCHOOL	BOOKKEEPER
8:00-9:00 AM	Imbayao Elementary School Baganao Elementary School Kibalabag Elementary School - North Kalasungay National High School Malaybalay City National High School Silae National High School & Annex St. Peter National High School Bangcud National High School Casisang National High School Dumayas Elementary School Managok National High School & Annexes	Ailyn P. Talaman Nelly L. Salga Roxanne L. Narido Rico M. Asentista Joseph P. Wapille Rey A. Congoong Reymond G. Cagas Gerardo C. Pasia, Jr Laureen Marie L. Limena-Ricarte Ness Viola M. Borres Novilyn G. Palma
9:00 - 10:00 AM	Mapayag Elementary School Kalasungay Central School Can-ayan Integrated School - SHS Kalasungay National High School - SHS SHS with Casisang CS - SHS Silae National High School - SHS St. Peter National High School - SHS Bangcud National High School - SHS Malaybalay City National Science High School Langasihan Elementary School Managok National High School - SHS	Ailyn P. Talaman Nelly L. Salga Rico M. Asentista Joseph P. Wapille Rey A. Congoong Reymond G. Cagas Roxanne L. Narido Gerardo C. Pasia, Jr Laureen Marie L. Limena-Ricarte Ness Viola M. Borres Novilyn G. Palma
10:00 - 11:00 AM	Simaya Elementary School Kapitan Angel Elementary School San Martin National High School Apo Macote National High School Lunokan Elementary School	Ailyn P. Talaman Nelly L. Salga Laureen Marie L. Limena-Ricarte Rico M. Asentista Ness Viola M. Borres
11:00 - 12:00 NN	Sta. Ana Elementary School Maligaya Elementary School	Ailyn P. Talaman Ness Viola M. Borres
1:00 - 2:00 PM	Manalog Elementary School Malaybalay City National High School - SHS Matangpatang Elementary School	Nelly L. Salga Laureen Marie L. Limena-Ricarte Ness Viola M. Borres
2:00 - 3:00 PM	New Ilocos Elementary School Malaybalay City National Science High School - SHS	Nelly L. Salga Laureen Marie L. Limena-Ricarte
3:00 - 4:00 PM	Sumpong Elementary School San Martin National High School - SHS	Nelly L. Salga Laureen Marie L. Limena-Ricarte