



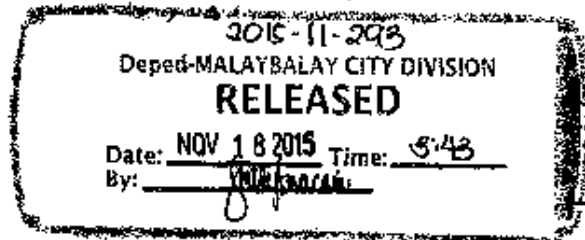
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, City of Malaybalay



November 18, 2015

DIVISION MEMORANDUM
No. 490s. 2015

To: School Administrators
Disbursing Officers
*Non-Implementing Units
This Division*



**SUBJECT: DEADLINE FOR SUBMISSION OF REQUEST FOR CASH ADVANCE
OF SCHOOL MOOE FOR CY 2015**

To ensure that School Administrators and Disbursing Officers are given ample time to liquidate the cash advance on or before December 17, 2015, the deadline for submission of request for cash advance for School MOOE is set on November 26, 2015. However, please be reminded that the request shall be processed only upon liquidation of the previous cash advance. Failure to liquidate prior period cash advance and submit request for cash advance shall mean forfeiture of any unclaimed School MOOE for CY 2015.

For your information and compliance.

EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent