



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DEPED MALAYBALAY CITY DIVISION

RELEASED
DATE: 12.2020 TIME: 9:50
BY: glaw

May 11, 2020

DIVISION MEMORANDUM

No. 176, s. 2020

To: Chief Education Supervisors
Public Elementary and Secondary School Heads
Section Heads
All Others Concerned
This Division

FROM:


VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

SUBJECT: **SUBMISSION OF LIQUIDATION FOR SCHOOL MOOE FOR 1ST
QUARTER CY 2020 AND SBFP SY 2019-2020**

1. Due to the Work-from-Home Arrangement, the liquidation of School MOOE 1st Quarter CY 2020 and SBFP SY 2019-2020 was not made. However, Schools are now in need of funds for the preparation of opening of classes.
2. In line with this, all Accountable Officers are directed to submit Liquidation Reports and its supporting documents for the utilized School MOOE for 1st Quarter CY 2020 and SBFP SY 2019-2020 on Monday, May 18, 2020 at the Records Unit of the Division Office. This shall serve as the basis for the release of 2nd Quarter School MOOE.
3. Furthermore, the refund of unutilized SBFP shall be made on May 20, 2020 at the Cashiering Unit.
4. Liquidation of succeeding cash advances shall be made every 5th day of the following month. Refer to Division Memorandum No. 67 dated February 6, 2020, Submission of Liquidation Reports and Disbursement Vouchers.
5. For information, guidance and compliance.

Copy furnished: Records Section
Accounting Section

TO BE POSTED IN THE WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph