



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

DM-2022-07-388
DEPED MALAYBALAY CITY DIVISION
RELEASED
JUL 25 2022 Time: 2:19
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DIVISION MEMORANDUM

NO. 388, s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned
This Division

FROM: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE: July 25, 2022

SUBJECT: **LIQUIDATION OF JULY, 2022 SCHOOL MOOE AND OTHER FUNDS**

1. In order to ensure smooth transition of School Heads in their new school assignments, the submission of *all* Liquidation Reports for the month of July 2022 is rescheduled on August 1-2, 2022.
2. Additional requirements for schools with recently reassigned school heads include the following:
 - a. Transfer of Accountability for School Funds (Annex C) and its attachments (refer to the revised form posted in DepEd Malaybalay Finance facebook group)
 - b. Payment of disallowance of outgoing school heads, if any
 - c. Signed Bank Indorsement by both incoming and outgoing school heads for change signatory
 - d. Downloaded Attachment 3: Annex D Fidelity Bond Application Form and old Fidelity Bond Confirmation, if applicable
3. Further, liquidation of SBFP Fund, Additional MOOE and F2F funds must also be liquidated in full on the said schedule.
4. For compliance.

TO BE POSTED IN THE WEBSITE
Copy furnished: Records Section
Accounting Unit



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