



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, RoxasCity  
Telefax No. (036) 6210-974 / Tel. No. (036) 620-2373



**DIVISION ADVISORY NO. 083**, s. 2021  
March 2, 2021

To: Public Elementary and Secondary (Non-IUs) School Heads

Please be informed that the scheduled MOOE day for the 1<sup>st</sup> quarter liquidation shall be on March 24-26, 2021 at the Accounting Section, Division Office, Banica, Roxas City. Kindly coordinate with the Administrative Assistant assigned in your respective school for the schedule. Please come on time on your respective schedule so as not to affect the schedule of the other schools and to avoid the pooling of people in the office.

All the usual documentary requirements are required to be submitted for liquidation, including the approved Request for Cash Advance for the 2<sup>nd</sup> quarter. The rule that "NO LIQUIDATION, NO RELEASE" will still be observed.

Health and safety protocols prescribed by health authorities must be observed with due diligence at all times.

Please be guided accordingly.

  
**SALVADOR O. OCHAVO JR., EdD., CESO V**  
Schools Division Superintendent

Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, RoxasCity  
Telefax No. (036) 6210-974 / Tel. No. (036) 620-2373

**DIVISION ADVISORY NO. 083**, s. 2021  
March 2, 2021

To: Public Elementary and Secondary (Non-IUs) School Heads

Please be informed that the scheduled MOOE day for the 1<sup>st</sup> quarter liquidation shall be on March 24-26, 2021 at the Accounting Section, Division Office, Banica, Roxas City. Kindly coordinate with the Administrative Assistant assigned in your respective school for the schedule. Please come on time on your respective schedule so as not to affect the schedule of the other schools and to avoid the pooling of people in the office.

All the usual documentary requirements are required to be submitted for liquidation, including the approved Request for Cash Advance for the 2<sup>nd</sup> quarter. The rule that "NO LIQUIDATION, NO RELEASE" will still be observed.

Health and safety protocols prescribed by health authorities must be observed with due diligence at all times.

Please be guided accordingly.

  
**SALVADOR O. OCHAVO JR., EdD., CESO V**  
Schools Division Superintendent