



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



February 9, 2018

DIVISION MEMORANDUM
No. 39 s. 2018

**MONTHLY SCHEDULE OF SUBMISSION OF MOOE LIQUIDATION
TO THE ACCOUNTING SECTION FOR CY 2018**

TO: School Heads of Non-implementing Units (Secondary)

1. The schedule of submission of **MOOE liquidation of secondary schools** is as follows:

<u>Liquidation for the Month of</u>	<u>Date of Submission</u>
January	February 14, 2018
February	February 28, 2018
March	March 30, 2018
April	April 28, 2018
May	May 31, 2018
June	June 30, 2018
July	July 31, 2018
August	August 31, 2018
September	September 29, 2018
October	October 31, 2018
November	November 29, 2018
December	December 29, 2018

2. The deadline set above is for the **rectified liquidation** in case that what has been first submitted is found to be incomplete. With this, it is advised that liquidation should be submitted **a week** prior to the set deadline so as to give ample time for rectification in case there are deficiencies in the said liquidation.

3. Liquidation of the School MOOE of the preceding month shall be the basis for the release of allocation in the current month. Failure to liquidate the school MOOE of the previous month will result to a **reimbursement mode** of downloading for the succeeding month/s until such time that the said cash advance has been liquidated.

4. It should be noted that late submission will result to late release. Furthermore, timeliness, as one of the basis in performance evaluation, will be affected.

5. For the information, guidance and strict compliance


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent