



May 22, 2019

DIVISION MEMORANDUM

No. 079 s. 2019

**RE-ORIENTATION ON THE CHECKLIST SYTEM OF SUPPORTING DOCUMENTS
FOR LIQUIDATION OF DOWNLOADED SCHOOL MAINTENANCE AND
OTHER OPERATING EXPENSES**

TO: Heads of Public Elementary Schools

1. The Schools Division Office of Capiz, through the Division Accounting Section will conduct a Re-Orientation on the Checklist System of Supporting Documents for Liquidation of Downloaded School MOOE on May 29-30, 2019.
2. The workshop aims to:
 - a. re-orient participants on the Checklist System of supporting documents for liquidation of Downloaded School MOOE.
 - b. strengthen the process of downloading and liquidating the School MOOE
 - c. address financial issues and concerns relative to School MOOE.
3. The re-orientation shall be conducted on the following schedule:

Cluster	District	Date
1	Cuartero	May 29, 2019 Wednesday
	Dao	
	Dumalag	
	Dumarao	
	Ivisan	
2	Jamindan	May 30, 2019 Thursday
	Mambusao east	
	Mambusao West	
	Sapian	
	Sigma	
3	Panay	May 29, 2019 Wednesday
	Maayon	
	Pres. Roxas	
	Pontevedra	
4	Panitan	May 30, 2019 Thursday
	Pilar	
	Tapaz East	
	Tapaz West	

4. The participants to this activity are the following Public Elementary School Heads (**PROXY IS NOT ALLOWED**).

5. A registration fee of **Five Hundred Pesos (P500.00)** shall be charged to each participant to cover snacks and other incidental expenses. Registration fee and other allowable expenses of the participants are chargeable against School MOOE. All disbursement relative to the conduct of this activity shall be subject to the usual accounting and auditing rules and regulations.
6. For the information and guidance of all concerned.


ROEL F. BERMEJO, PhD., CESO V
Schools Division Superintendent



