



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



September 22, 2021

DIVISION MEMORANDUM
NO. **192** S. 2021

CONDUCT OF MOOE DAY FOR THE THIRD QUARTER OF 2021

TO : Public Elementary School Heads
Public Secondary School (Non-Implementing Unit) Heads
Integrated School Heads

1. In the interest of public safety amidst pandemic, the submission of liquidation documents for the cash advance of School MOOE for third quarter of 2021 shall be made thru the following:
 - a. For Public Elementary Schools – the liquidation documents shall be picked up at the district office on September 27, 2021;
 - b. For Public Secondary School (Non-IUs) – the MOOE day shall be pushed through on September 27-30, 2021 at the Division Office; and
 - c. Integrated Schools – the liquidation documents for the Elementary shall be picked up at the district office on September 27, 2021 while those for the Junior High School/Senior High School will be checked at the division office following the schedule to be set by the assigned accounting staff.
2. The online platform google meet will be utilized for the virtual checking of the liquidation documents picked up at the district. The accounting staff assigned to the respective district will send a link to the school head or accountable officer as scheduled. Through this platform, the assigned accounting staff may ask clarifications on the transactions and communicate the observations which require rectification.
3. A “Notice of Rectification on MOOE Liquidation” will be sent through email by the accounting staff assigned. This document contains the observations by the accounting staff assigned which require rectification of the supporting documents.
4. The submitted supporting documents will only be returned to the school head or accountable officer should the merits of observation requires it. As much as possible, only those supporting documents that require rectification shall be returned.
5. For the information and guidance of all concerned.

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

SEP 22 2021