



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

December 6, 2022

DIVISION MEMORANDUM
No. 516 s. 2022

MOOE STAR DAY FOR FOURTH QUARTER OF CY 2022

TO: Heads of Public Elementary and Secondary Schools
Division Accountant
Accounting Personnel
Administrative Officers II (Assigned in Districts)
All Others Concerned

1. In connection with Schools Division Memorandum No. 067, s. 2022 (Implementation of the MOOE STAR Day), please be informed that the scheduled MOOE day for the 3rd quarter liquidation shall be on December 26-29, 2022 at the Accounting Section, Division Office, Banica, Roxas City.
2. Kindly coordinate with the Administrative Assistant III or Administrative Officer II 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.
3. All the usual documentary requirements are required to be submitted for liquidation, including the approved Request for Cash Advance for the 4th quarter. The rule that “NO LIQUIDATION, NO RELEASE” will still be observed.
4. School Heads and Accountable Officers should submit their liquidation of the prescribed date.
5. School Heads and Accountable Officers are reminded of Item 6.16 of Memorandum Circular 2022-1 issued the by Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System which provides that “Officials and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2022 PBB.”
6. School Heads and Accountable Officers are reminded as well of the deadline for submission of the Authority to Debit to Land Bank of the Philippines which is on or before December 20, 2022 as prescribed by DepEd Order No. 29 s. 2019.
7. The Administrative Officers II who were previously given an assignment for the downloading and checking of school MOOE and provision of technical assistance on financial management shall temporarily report at the Schools Division Office on the said dates to assist the Accounting Section in checking the liquidation documents of the various elementary and integrated schools.



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8. This Memorandum will serve as an authority to travel from the respective station to the Schools Division Office for the concerned AO II. They shall also be entitled to travel claims.
9. Expenses relative to the conduct of this activity including the travel claims of the AO II, are chargeable against the local funds of the Schools Division Office while travel expenses of the School Heads/Accountable Officer or their duly designated representative are chargeable against school MOOE, all subject to usual accounting and auditing rules and regulations.
10. Health and safety protocols prescribed by health authorities must be observed with due diligence at all times.
11. Immediate dissemination of and compliance with this Memorandum are desired.


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





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