



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

13 September 2023

DIVISION MEMORANDUM
No. 468 s. 2023

MOOE STAR DAY FOR THIRD QUARTER OF CY 2023

TO: Heads of Public Elementary and Secondary Schools
Division Accountant
Accounting Personnel
Administrative Officer 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 September 26-29, 2023 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. The Administrative Officer 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 in the Schools Division Office on the said date to assist the accounting section in checking the liquidation documents of the various elementary and integrated schools.
5. 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.




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6. 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.

7. Immediate dissemination of and compliance with this Memorandum are desired.


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

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

Expenses	Funds
Policy	Travel



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