



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

16 February 2026

DIVISION MEMORANDUM
No. 089 s. 2026

MOOE STAR DAY FOR CY 2026

To: Heads of Public Elementary, Secondary (Non-IUs), and Integrated Schools
Division Accountant
Accounting Personnel
Administrative Assistant III (Assigned in Districts)
All Others Concerned

1. In connection with Schools Division Memorandum No. 067, s. 2022(Implementation of the MOOE STAR Day), this Office, through the Accounting Section, hereby informs the following schedules and venue for the Quarterly MOOE STAR Day for Calendar Year 2026:

Quarter	Schedule	Venue
First	March 25-27, 2026	Accounting Section, SDO Capiz, Banica, Roxas City
Second	June 24-26, 2026	
Third	September 23-25, 2026	
Fourth	December 21- 23, 2026	

2. All School Heads/Accountable Officers concerned are advised to kindly coordinate with the Administrative Assistant III assigned in your respective districts for the schedule of your respective schools and to come on time 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 must be submitted for liquidation, including the approved Request for Cash Advance for the succeeding quarter. The rule that “NO LIQUIDATION, NO RELEASE” will still be observed.

4. Expenses relative to the conduct of this activity 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.



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5. This Memorandum will serve as Authority to Travel for all personnel involved in this activity.
6. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

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

LIQUIDATION EXPENSES PROCEDURES