



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

March 8, 2024

DIVISION MEMORANDUM
No. 153 s. 2024

MOOE STAR DAY FOR CY 2024

TO: Heads of Public Elementary and Secondary Schools
Division Accountant
Accounting Personnel
Administrative Assistant III (Assigned in Districts)
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 of the following schedules for MOOE STAR Day the Accounting Section, Division Office, Banica, Roxas City:

First quarter	March 25-27, 2024
Second Quarter	June 26-28, 2024
Third Quarter	September 25-27, 2024
Fourth Quarter	December 18-20, 2024

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 succeeding quarter. The rule that “NO LIQUIDATION, NO RELEASE” will still be observed.

4. 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.

5. Health and safety protocols prescribed by health authorities must be observed with due diligence at all times.

6. 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 subject:

EXPENSES
PROCEDURE
RECOGNITION



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