Unnumbered Division Memorandum  
Series 2018  

CUT-OFF DATE AND LIQUIDATION OF CASH ADVANCES FOR MOOE  
AND ALL OTHER FUNDS OF ELEMENTARY/SECONDARY &  
SENIOR HIGH SCHOOLS  

To:  
Elementary School Principals/School Heads  
Secondary/Senior High School Principals/School Heads  
All Others Concerned  

1. The Accounting and Budget Sections, sets the Cut-Off Date for the Cash  
Advances and Liquidations on the 22nd of every month starting June this year, in  
anticipation for the CY 2019 Cash Based Budgeting;  

2. To clearly state, if the 22nd falls on a Saturday, Sunday and Holiday, the cut-off  
shall be the last working day, following the Holiday;  

3. This is being done to spare the last week of the month for the Accounting and  
Budget Sections for the preparation/consolidation of the various reports needed for  
submission on line and in hard copies at the end of the month to the different  
oversight agencies most especially the DepED Region and Central Office, as well as  
the Department of Budget and Management and all other agencies monitoring and  
checking our monthly transactions specifically, the “obligation, utilization and  
disbursement rate.”  

4. Immediate dissemination of this Memorandum is desired.  

SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent  

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