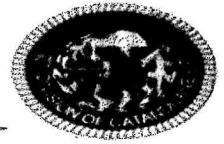





Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



DIVISION MEMORANDUM No. 36, s.2018

RELEASED

TO : Assistant School Division Superintendent
SGOD and CID, Chiefs
School Heads/Principals/
Disbursing Officers/Senior Bookkeepers
Elementary and Secondary (Non-Implementing Units)

FROM :  **Socorro V. Dela Rosa, CESO VI**
Schools Division Superintendent

SUBJECT : Release of School MOOE Fund 2018 / Other Matters

DATE : February 7, 2018

DepEd, Division of Catanduanes
RECORDS SECTION
Date FEB 13 2018
Time: 4:00 PM
Initial/Signature JS

1. Effective CY 2018, School Maintenance and Other Operating Expenses (**MOOE**) Fund will be released on quarterly basis. However, liquidation reports must be submitted to the Accounting Section on monthly basis to ensure efficient and effective utilization of the fund.
2. It is expected that before the quarter closes, cash advance granted must be liquidated in full. Any unexpended balance must be reverted to National Treasury through issuance of Official Receipt (OR) by Division Office – Cashier (Ms. Liza Bernardo)
3. No registration fees must be deducted in advance chargeable against School MOOE. It is expected to be paid in cash.
4. For all program and project implementers, you are hereby advised to have a pre-registration to be collected in advance prior to your activities.