DIVISION MEMORANDUM No. 36, s. 2018

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

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.