



Republic of the Philippines  
 Department of Education  
 Region VI - Cebu  
**DIVISION OF CATANOUANES**  
 Vigan, Catanduanes



December 1, 2016

**RELEASED**  
 OFFICE OF THE DIVISION SUPERINTENDENT  
 DIVISION OF CATANOUANES  
 DATE DEC 01 2016  
 TIME 2:45 P.M.  
 INITIALS/SIGNATURE [Signature]

**MEMORANDUM**

TO: School Heads/Principals

FROM:   
 SOCORRO V. DELA ROSA, CESO VI  
 Schools Division Superintendent

Subject: Submission of Claims & Liquidation Reports

Relative prior to the closing of books for CY 2016, all claims and liquidation report must be submitted to the Budget and Finance Division.

Deadline for processing of claims by Accounting Section;

Regular MOOE downloading (October-December cash advances) - Dec. 16, 2016

Senior HS MOOE downloading (2<sup>nd</sup> tranche) - December 9, 2016

School to School Partnership (2<sup>nd</sup> tranche) - December 9, 2016

School based Feeding Program \*(2<sup>nd</sup> tranche) - December 16, 2016

\*only school recipients of more than 21-50 and 51 & more beneficiaries are requesting to submit their cash advances.

Late submission will not be accepted. Kindly observe the deadlines set by this office. Your cooperation will be a great help to reduce material cash allocation lapses.