



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

June 8, 2022

DIVISION MEMORANDUM
No. 0390 s. 2022

**REMINDERS IN THE SUBMISSION OF SCHOOL MOOE
AND OTHER FUNDS' LIQUIDATION**

To: Assistant Schools Division Superintendents
Chief – SGOD and CID
Public Schools District Supervisors
Elementary and Secondary School Principals/Heads
Senior Bookkeepers and Disbursing Officers – IUs and Non-IUs
All Others Concerned

1. To facilitate the early closing of book of accounts and timely submission of DepEd Bohol Division's Financial Reports to the DepEd Region VII and to other oversight agencies for the mid-year ending June 30, 2022, this Office through the Accounting Unit hereby reminds the schools of the deadline in the submission of liquidation to all cash advances released by the Schools Division Office for monthly/quarterly school MOOE, additional MOOE, among others.
2. Pursuant to Item H.1.1 of the Manual on Simplified Accounting Guidelines and Procedures for the Use of Non-Implementing Units/Schools, Version 2008, submit to the SDO on or before the 5th day of the following month the pertinent reports with all supporting documents which shall serve as liquidation or replenishment of the cash advance granted. With this, released and downloaded school MOOE from January to May 2022 shall be liquidated by the Accountable Officer **on or before June 10, 2022**.

It is expected that the schools must be able to liquidate timely to be able to be downloaded with the MOOE allocations for the first half of CY 2022.

3. For strict compliance and implementation.


BIANITO A. DAGATAN EdD CESO V
Schools Division Superintendent 



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