



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

January 19, 2024

DIVISION MEMORANDUM
No. 026, s. 2023

REQUIRED SUPPORTING DOCUMENTS IN SUBMITTING LIQUIDATION REPORTS

To: Assistant Schools Division Superintendents
Chiefs - SGOD and CID
Public Schools District Supervisors
School Heads
Administrative Officer II
Senior Bookkeepers
All Others Concerned

1. In keeping with our mandate and with the desire of this Office to comply with existing policies, rules, and regulations relative to the preparation and submission of accurate and up-to-date reports, this office announces the required supporting documents to be accompanied in submitting liquidation reports.
2. Effective in January 2024 and in every submission thereafter, all liquidation reports whether Regular or Special MOOEs shall be submitted with the following supporting documents:
 - a. *JEV (Individual and consolidated)*
 - b. *CDR*
 - c. *Annex A (ANNEX 1)*
 - d. *COA Transmittal*
 - e. *Acknowledgement Receipt*
 - f. **Updated Fidelity Bond e-confirmation letter**
 - g. **Prior Month Bank Reconciliation Statement**
3. In connection with DM 01 s. 2024, all District Senior Bookkeepers shall submit to **Ms. Jeberly Lopus (CD 1- Elementary Schools and All Secondary Schools - Junior and Senior)**, **Ms. Claudine Barrios (CD 2 Elementary Schools)** and **Ms. Raineria Daing (CD 3 Elementary Schools)** a hard copy of a **Certification (ANNEX 2)** that the School Head Have submitted the following approved documents to the District before the January 2024 MOOE will be downloaded:
 - a. School Operating Budget
 - b. Annual Procurement Plan (APP)
 - c. Annual Procurement Plan – Common Supplies Expense (APP – CSE)



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
www.depedbohol.org

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- This certification shall be submitted before the January MOOE of every year will be downloaded.** For reference of the downloading process, please refer the attached MOOE downloading process flow. (ANNEX 3)
4. Further, schools with no Checking Account yet are required to process and open, the soonest time possible, a Checking account with the nearest DBP branch as MOOE and any special funds will be downloaded to the respective schools' checking account. SDO shall apply the "NO CHECKING ACCOUNT, NO MOOE DOWNLOADING POLICY" effective immediately.
 5. Immediate and wide dissemination of this memorandum is hereby directed.

CASIANA P. CABERTE PhD, CESO VI
OIC - Schools Division Superintendent

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder



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

ANNEX 1
(Monthly MOOE Downloading)

(date)

REPORT ON SCHOOL MOOE LIQUIDATIONS
_____ District

I am submitting herewith the Report on School MOOE liquidations on which I have fully examined and checked as to the legality, validity of claims/transactions and completeness and accuracy of the supporting documents attached in line with Accounting and COA rules and regulations, to wit:

No.	Name of Accountable Officer	School	Month	Amount Released/CA	Amount of Liquidation	Balance
1.			January 2024	34,358.33	34,358.33	-0-

Certified Correct:

Senior Bookkeeper





ANNEX 1

(Quarterly MOOE Downloading)

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

(date)

REPORT ON SCHOOL MOOE LIQUIDATIONS
_____ District

I am submitting herewith the Report on School MOOE liquidations on which I have fully examined and checked as to the legality, validity of claims/transactions and completeness and accuracy of the supporting documents attached in line with Accounting and COA rules and regulations, to wit:

No.	Name of Accountable Officer	School	Months	Amount Released/CA	Amount of Liquidation for the month of (applicable month liquidated)	Balance
1.			October – December 2022	60,000.00	20,000.00	40,000.00

Certified Correct:

Senior Bookkeeper





ANNEX 1

(Special Funds)

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

(date)

REPORT ON SCHOOL MOOE LIQUIDATIONS
_____ District

I am submitting herewith the Report on School MOOE liquidations on which I have fully examined and checked as to the legality, validity of claims/transactions and completeness and accuracy of the supporting documents attached in line with Accounting and COA rules and regulations, to wit:

No.	Name of Accountable Officer	School	Fund Use/Purpose	Amount Released/CA	Amount of Liquidation	Balance
1.			SDRRM LOAD EXPENSE	1,000.00	1,000.00	-0-

Certified Correct:

Senior Bookkeeper





ANNEX 2

Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS

January 10, 2024

CERTIFICATION

To Whom It May Concern:

This is to certify that **(NAME OF SCHOOL HEAD)**, **(position/designation)** of **(Name of School)**, has submitted an Approved Calendar Year 2024 copy of the following documents to **(DISTRICT OFFICE)** as a requirement for the First Quarter 2024 MOOE downloading:

1. School Operating Budget
2. Annual Procurement Plan
3. Annual Procurement Plan – Common Supplies Expenses

Done this **(day)** day of **(month/Year)**, at District Office – Address.

(SIGNATURE OVER PRINTED NAME)

Administrative Assistant III

(SIGNATURE OVER PRINTED NAME)

Administrative Officer II

NOTED:

(SIGNATURE OVER PRINTED NAME)

Public Schools District Supervisor

ANNEX 3

PROCESS IN MOOE DOWNLOADING

