



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

Office of the Schools
Division Superintendent

May 27, 2025

DIVISION MEMORANDUM
No. **322**, s. 2025

**REITERATION OF SUBMISSION DEADLINES FOR TRAVEL/LOAD REIMBURSEMENT
CLAIMS AND MOOE CASH ADVANCES**

To: Assistant Schools Division Superintendent
Chief - CID
Chief – SGOD
Public Schools District Supervisors
School Principal/Head
Administrative Officers II
District Bookkeepers
All Other Concerned

1. Pursuant to DM No. 0616 s. 2022 – Submission of Liquidations of All Cash Advances Released by the Schools Division Office to the Schools and DM No. 102 s. 2023 – Deadline for Submission of Load and Travel Claims, this office reiterates and emphasizes the deadline for submission:

NATURE OF CLAIM/CASH ADVANCE	DEADLINE	
1. Load and Travel Claim	<i>Ideally:</i> MONTHLY SUBMISSION - 10 th Day of the following month EX: - Claims for the Month of January - deadline is February 10th - Claims for the Month of February - deadline is March 10th - Claims for the Month of March - deadline is April 10th	<i>Option:</i> QUARTERLY SUBMISSION – EX: - Jan – March - deadline is April 10th - April – June – deadline is July 10th - July – September – Deadline is October 10th - October – November – deadline is December 10th



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	• So on until November claims – deadline is December 10th • Claims for the month of December should be submitted no later than the last working day of December or on or before the date to be determined and announced in a Memorandum.
ONLY Load/travel reimbursement claims that are complete with all supporting documents and duly signed by the required signatories, and submitted to the Internal Audit Section on or before the specified Deadlines will be processed.	
2. REGULAR MOOE	For Monthly and Quarterly downloading: Every 5th day of the following month <i>Per Item H.1.1 of the Manual on Simplified Accounting Guidelines and Procedures for the Use of Non-Implementing Units/Schools (version 2008)</i> – If liquidation reports cannot be submitted on the 5th day of the 3rd month of the quarter, they may still be accepted for the processing of the MOOE for that month, provided they are received by the Internal Audit Section no later than the 25th day of the third month. This allows sufficient time for verification and processing of fund release, in accordance with the process flow outlined in MOOE Downloading DM No. 026 s. 2024. It shall be understood that ALL Liquidation reports for payroll processing submitted to IAS on the 25th day of the third month of the quarter must be complete with all required supporting documents. Liquidation reports for the month of December must be submitted no later than the last working day of December, or by the date specified in a Memorandum to be issued.
3. SPECIAL FUNDS	30 days after the end of the implementation of the project / program NOTE: Delayed liquidation of special funds may result in the withholding of subsequent releases of regular MOOE or special funds.



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2. **Claims and liquidation reports submitted after the quarter end deadlines will NO LONGER BE PROCESSED for reimbursement or fund download.**
3. Furthermore, Senior Bookkeepers and all other concerned personnel are advised to refer to the Annexes provided in DM No. 275, s. 2024, for the Checklist of Documents for Travel Expense Reimbursement Claims, and DM No. 493, s. 2024, for the Routing Monitor for MOOE Liquidation Report, for their reference and guidance.
4. This internal policy is **effective immediately**.
5. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

FAY C. LUAREZ EdD PhD TM CESO VI
OIC -Schools Division Superintendent