



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**DIVISION MEMORANDUM**

No. 26, S. 2022

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ OIC-PSDS's  
Elementary and Secondary School Heads  
All Others Concerned

From:   
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

Re: **SCHEDULE ON THE SUBMISSION OF MONTHLY LIQUIDATION REPORT**

Date: February 16, 2022

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1. In relation to the implementation of the Zero Backlog on the submission of liquidation report and of the Cash- Based Budgeting, this Office issues the schedule for the "MOOE Day" with the list of schools per district from day 1 to day 5, to be held at the SDO Bulwagan ng Karunungan, Balogo Sports Complex, Sorsogon City.
2. It aims to achieve a 100% monthly liquidation of cash advances with accurate/ complete required documents from the elementary and secondary school heads and to improve the learning outcomes of the school.
3. The schedule of elementary and secondary schools per district and the assigned bookkeepers can be found from enclosure no.1.
4. Full implementation of the program shall commence on March 1, 2, 3, 4 and 7, 2022. The "MOOE Day" shall be done **every 1<sup>st</sup> week** of the succeeding months following the attached schedule. It is expected that all liquidation reports shall be submitted within the said date. School heads who opt to submit prior to the scheduled date shall be allowed.
5. Strict adherence to the health protocols like wearing face mask, using alcohol/ hand sanitizer and the observance of social distancing shall be done.
6. Travel and other incidental expenses to be incurred for the said activity shall be charged against local funds/ school MOOE. Snacks/ foods of SDO personnel is chargeable to SDO funds subject to the usual accounting and auditing rules and regulations.
7. For information, dissemination, guidance and compliance.



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Enclosure No. 1 to DIVISION MEMORANDUM No. 26, S. 2022

Day 1	Day 2	Day 3	Day 4	Day 5
1. Castilla East 2. Castilla West 3. Castilla South 4. Gubat South 5. Gubat North 6. Gubat III	1. Bulusan 2. Irosin I & II 3. Matnog I & II 4. Sta. Magdalena	1. Bulan South, North, III & IV 2. Pto. Diaz I & II	1. Barcelona I & II 2. Casiguran I & II 3. Magallanes South, North & III 4. Juban I & II	1. Donsol East I & II 2. Donsol West I & II 3. Pilar I, II, III a& IV
<p><b>Bookkeepers:</b></p> 1. Mark Henry Fajardo 2. Edwin Renovalles 3. Pops de la Cruz 4. Rosita Solivio	<p><b>Bookkeepers:</b></p> 1. Rolan Greafal 2. Lilibeth Depante 3. Rey Carlo Valladolid 4. Cloudette Cleo Chua 5. Niña Lagco	<p><b>Bookkeepers:</b></p> 1. Wilhelmina Bercasio 2. Ma. Melissa Abaño 3. Lemuelle Cylind Lagata 4. Reymond Jay Flores	<p><b>Bookkeepers:</b></p> 1. Conchita Hernandez 2. Eva Gamas 3. Amie Garais 4. Noreen Dela Torre	<p><b>Bookkeepers:</b></p> 1. Dorothy Aure 2. Lorleen Zara 3. Herminia Belaro 4. Bernadette Ally Dob Feliza Dolot
<p><i>to be assisted by:</i></p> 1. Conchita Hernandez 2. Amie Garais 3. Cloudette Cleo Chua 4. Rey Carlo Valladolid	<p><i>to be assisted by:</i></p> 1. Bernadette Ally Dob 2. Feliza Dolot 3. Herminia Belaro 4. Dorothy Aure 5. Lorleen Zara	<p><i>to be assisted by:</i></p> 1. Noreen Dela Torre 2. Eva Gamas 3. Rey Karlo Valladolid 4. Lilibeth Depante 5. Rolan Grefal	<p><i>to be assisted by:</i></p> 1. Pops de la Cruz 2. Rosita Solivio 3. Edwin Renovalles 4. Cloudette Cleo Chua 5. Mark Henry Fajardo	<p><i>to be assisted by:</i></p> 1. Lamuelle Cylind Lagata 2. Niña Lagco 3. Wilhelmina Bercasio 4. Reymond Jay Flores 5. Rolan Grefal



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