



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

November 04, 2024

DIVISION MEMORANDUM No. 258 s. 2024

SUBMISSION OF LIQUIDATION REPORTS

To: Assistant Schools Division Superintendent
Chiefs - CID, SGOD
Unit and Section Heads
School Heads - Elementary and Secondary
All Others Concerned

1. Relative to the closing of books of accounts for year 2024, all Liquidation Reports of Cash Advances granted to Division Office personnel, Cashier and School Heads pertaining to Travels, Program Support Funds, Payrolls, School MOOE funds, Senior High School Funds, School Based Feeding Program Funds, and Other Funds which are already due and demandable must be forwarded to Finance Unit - Accounting Section for pre-auditing and booking up.
2. Deadline for submission of said Liquidation Reports is on December 12, 2024.
3. Provision stipulated under COA Circular No. 97-002 will be followed for those Cash Advances which remain unsettled beyond the said deadline.
4. Secondary School with fiscal autonomy are enjoined to observe the same cut-off date.
5. For strict compliance.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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