

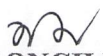


Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 156, 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: **REITERATION ON THE PROMPT SUBMISSION OF MONTHLY LIQUIDATION REPORT**

Date: February 16, 2022

1. To ensure efficiency and effectiveness on the utilization of funds and on the implementation of the school's program, projects and activities, this Office is reiterating the ON-TIME submission of monthly liquidation report of all cash advances. The schedule given for the "MOOE Day" per district which shall be done every 1st week of the succeeding month at the SDO Bulwagan ng Karunungan doing the same process shall be followed.
2. It is observed that some of the school heads are not promptly submitting their liquidation report considering that the 3rd quarter is about to end. It is therefore expected that a 100% submission of liquidation reports from the elementary and secondary school heads shall be made within the said date.
3. Strict adherence to the health protocols like wearing face mask, using alcohol/ hand sanitizer and the observance of social distancing shall be done in going to the SDO.
4. 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.
5. For information, dissemination, guidance and compliance.



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