



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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November 20, 2019

Division Memorandum
DM No. 317, s. 2019

DEADLINE OF SUBMISSION OF SCHOOL MOOE FOR NOVEMBER AND DECEMBER 2019

To: Public Schools Division Supervisors
Elementary and Secondary School Heads
Implementing and Non-Implementing Units (IUs/Non-IUs)
District Liaison Officers
All Concerned

1. Please be informed that the School MOOE for the months of November and December are combined in a single download this month. The deadline of your School MOOE liquidation report for the two-month budget shall be on **December 16, 2019**. All folders submitted beyond the said deadline shall be automatically refunded.

2. We would also like to call your attention to the provisions of Section 5.8 of COA Circular No. 97-002, which requires that all cash advances shall be fully liquidated at the end of each year. However, when no liquidation of the previous cash advance is received within the said period, the Accountant shall cause the withholding of the erring accountable officer's salary.

3. For immediate dissemination and strict compliance of all concerned.

CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

Accsp11/20/2019
DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph
Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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By: <u>Rommel</u>	1:18 pm
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