



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: 3/27/2022

By: Romell

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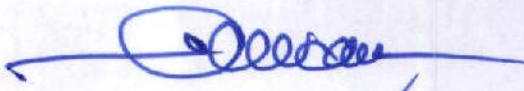
21 March 2022

**DIVISION MEMORANDUM**  
DM No. 253, s. 2022

**PREPARATION OF SCHOOL'S MOOE CASH ADVANCE PAYROLL**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Section Heads  
Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)  
All Others Concerned

1. Please be informed that starting April 2022, the process of Preparation of Payroll of School's MOOE Cash Advance shall be transferred from Accounting Section to School Governance and Operations Division (SGOD) – Planning Section.
2. For your information and guidance.
3. Immediate and widest dissemination of this memorandum is earnestly desired.

  
**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Accfftr3/21/2022

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