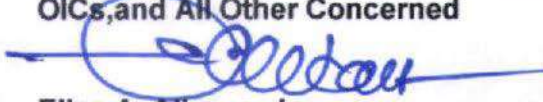





Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**UNNUMBERED MEMORANDUM**

**TO:** OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialist, Unit/Section Heads, Public Schools District Supervisors, Elementary and Secondary School Heads/TICs/OICs, and All Other Concerned

**FROM:**   
Elias A. Alicaya, Jr.  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent 

**SUBJECT:** **Deadline for the submission of School MOOE NOVEMBER-DECEMBER 2020**

**DATE :** **December 10, 2020**

Please be informed that deadline for the submission of School MOOE Liquidation Report for the months of November and December 2020 will be on **December 23, 2020**.

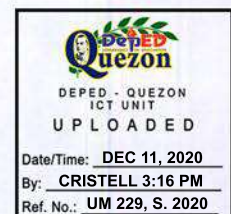
We would also like to call the attention of all SHS School Heads with cash advances downloaded thru their ATM account to return all the **unexpended balance** on or before **December 29, 2020**.

Furthermore, this office aims to remind all School Heads to the provision 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.

For immediate dissemination and strict compliance of all concerned.

acctjft12/11/2020

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