

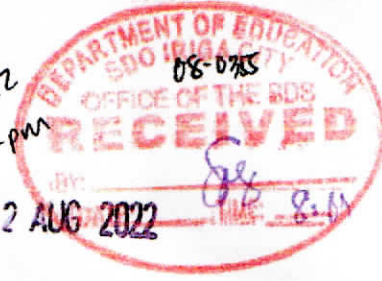


Republic of the Philippines
Department of Education
Region V (Bicol)
Schools Division of Iriga City

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August 19, 2022

DIVISION MEMORANDUM

No. 14, s. 2022

**UTILIZATION AND LIQUIDATION OF SCHOOL MOOE AND
OTHER OPERATING EXPENSES AND PROGRAM FUNDS FOR
FY 2022**

To : School Heads, Secondary Schools
School Heads, Elementary Schools
Schools Administrative Officer II
Schools Administrative Assistant III
Schools Administrative Assistant II
All Other Concerned Personnel

1. FY 2022 balance of MOOE allocation and other operating expenses and program funds will be released to the respective schools that will not exceed the bank balance of Php500,000.00 in compliance with par. 17 of DO No. 29, s. 2019.
2. To facilitate the **100% Utilization and Liquidation of FY 2022** fund allocations, School Heads shall judiciously expedite the utilization and liquidation of cash advances and shall ensure that all funds allocations are released and fully utilized within the year and all planned activities and delivery of outputs should be completed before the end of the year.
3. Liquidation reports for cash advances released as of July 31, 2022, shall be submitted at the SDO- Finance Division Accounting Unit before another cash advance will be granted.
4. Release of the remaining allocation for the 3rd Quarter of FY 2022 will only be granted upon compliance with item no. 3 of this memorandum.

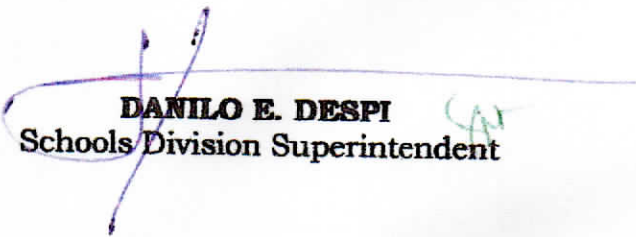


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5. Schools that will be able to comply with Item No. 3 and full liquidation on or before **September 30, 2022** of the cash advances granted up to 3rd Quarter will be granted of a full cash advance or of the total amount of their 4th Quarter MOOE and other unreleased allocations.
6. Schools with unreleased allocation shall submit their request for cash advance not later than **October 21, 2022**, with the latest **snapshot** of their bank balance to ascertain the compliance with the existing procedural guidelines on the management of cash advances issued by the DepED and Commission of Audit.
7. Cash advance shall only be granted until **November 4, 2022** to assure 100% utilization and disbursement. Submission of liquidation reports for **all** cash advances shall be done on or before **December 5, 2022**.
8. Further, please be reminded of the **December 20** deadline for submission of the Authority to Debit/Credit Account to avoid the **automatic sweeping** of your bank balance. School Heads, with the assistance of the finance personnel, shall exercise utmost diligence in maintaining records of checks issued and in observing the above mentioned deadline.
9. For information, guidance and compliance.


DANILO E. DESPI
Schools Division Superintendent



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