



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA



MEMORANDUM

TO : **Administrative Officer II – Elementary and Secondary Non-IUs (JHS & SHS)**
School Heads Representative for Schools without AO II

FROM : **MARIA-MAGNOLIA F. BRIOSO**
Schools Division Superintendent

SUBJECT : **Coordination Meeting**

DATE : **August 14, 2026**

Please be informed that a **Coordination Meeting**, to be led by the **Accounting Office**, is scheduled on **August 19, 2026 (Wednesday)**, from **9:00 A.M. to 5:00 P.M.**, at a venue to be announced later.

The meeting will cover the following agenda:

1. Full downloading of FY 2026 Regular MOOE:
 - a. Release of backlog from 1st to 3rd Quarter
 - b. Conditions on the release of 4th Qtr. Regular MOOE
 - c. Compliance of Liquidation Reports with audit findings
2. Cut-off for release of Cash Advances and Submission of Liquidation Reports for FY 2026.
3. Turn-over of Accountability and Requirements for Transferred and Newly appointed/Designated Schools Heads.
4. Scheme for the Release of Cash advances for schools without School Heads.
5. Downloading of Special Funds (SBFP OE, SNED PSF)
6. Other Issues and Concerns.

A **registration fee of Five Hundred Pesos (P500.00) per participant**, chargeable against the school's MOOE, shall be collected to cover food and other expenses related to this activity and similar future activities, subject to existing accounting and auditing rules and regulations.

Attached to this memorandum as **Enclosure No. 1** is the list of participants.

Attendance is mandatory.



**IRIGA
SPRINGS**

*Sa Serbisyo ang Tapat at Manggagap,
Edukasyon ang Dekalidad!*



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