



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

7 OCTOBER 2020

DIVISION MEMORANDUM

No. 257 s. 2020

**RELEASE OF SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES
(MOOE) FOR THE FOURTH QUARTER OF 2020.**

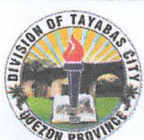
To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Relative to the release of School Maintenance and Other Operating Expenses (MOOE) for the Fourth Quarter of 2020, please be reminded of the following deadlines for School MOOE,

REPORT	DUE DATE	CUT-OFF TIME
Budget Plan including Purchase Order and POW, if any	On or before the 5 th day of the month	3:00 PM
Summary of Expenditures	On or before the 5 th day of the month	3:00 PM
Liquidation Report (supporting documents complete and proper)	On or before 25 th of the month. On or before 15 th day for the month of December 2020	3:00 PM

2. All disbursements must be aligned with the School Improvement Plan, Annual Procurement Plan, Learning Continuity Plan and Project Procurement Management Plan subject to the usual accounting and auditing rules and regulations.
3. Late submission of Summary of Expenditures will not be entertained. Attached is the list of documentary requirements for liquidation report.
4. As per policy, **"NO LIQUIDATION REPORT, NO RELEASE"** shall be observed.
5. Strict compliance of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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