



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

May 17, 2019

DIVISION MEMORANDUM

No. 294, s. 2019

TO: ALL PSDS
ALL SCHOOL HEADS
ALL CLUSTERED BOOKKEEPERS
ALL OTHERS CONCERNED

SUBJECT: REITERATING THE DEADLINE OF SUBMISSION OF
MONTHLY MOOE REQUEST

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As discussed during the meeting of all clustered bookkeepers with SDS Wilfreda Bongalos last April 22, 2019 at the Library Hub it is reiterated and you are hereby reminded to observe the deadline of submission of the monthly school MOOE request:

- a. **10th of the month** – deadline of submission liquidation of previous month school MOOE;
- b. **10th of the month** – deadline of submission of school MOOE request for the month to clustered bookkeepers;
- c. **15th of the month** – deadline of submission of school MOOE request for the month to the division office.

Submission of MOOE requests after the set deadlines will not be honored.

“NO LIQUIDATION – NO CASH ADVANCE” policy must be strictly adhered. Please be guided accordingly.


WILFREDA D. BONGALOS, CESO V
Schools Division Superintendent

17 MAY 2019