



DIVISION MEMORANDUM

No. 218 s. 2022

TO : **Non-IUs Elementary and Secondary School Heads
Senior Bookkeepers and Disbursing Officers
This Division**

FROM : *for: [Signature]*
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF MONTHLY LIQUIDATION REPORTS**

DATE : **April 29, 2022**

1. DepEd Order No. 08, s.2019 dated May 02, 2019, re: **Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, Including Other Funds Managed by Schools**, paragraph 3.3 states:

"Pursuant to Item H.1.1 of the Manual on Simplified Accounting Guidelines and Procedures for the Use of NonImplementing Units/Schools, Version 2008, submit to the SDO on or before the 5th day of the following month the original copy of the Cash Disbursement Register (CDR), the paid Disbursement Vouchers (DVs) and all supporting documents which shall serve as liquidation or replenishment of the cash advance granted. Subsequent cash advances shall be granted only upon receipt of the CDR equivalent to at least 75% of the previous cash advance. It is reiterated, however, that any remaining cash advance at the end of the year must be liquidated in full and the unexpended balances be refunded."

As of April 29, 2022, the total amount downloaded to schools totaled to Php 68,361,670.73. Hence, to prevent accumulation of unliquidated cash advances before the month ends, all **School Heads** are directed to submit their **School Liquidation Reports** on paid transactions to the **Division Office-Accounting Unit** following the schedule assigned to their district.

Date	District
May 04, 2022	Bacolod, Baloi East, Baloi West, Baroy, Kolambugan, Tangcal, Pantar, Kapatagan Central, Pantao Ragat
May 05, 2022	Kapatagan East, Kapatagan West, Kauswagan, Lala North, Lala South, Salvador, SND East, Poona Piagapo, SND Central
May 06, 2022	Linamon, Magsaysay, Maigo, Matungao, Munai, Nunungan, SND West, Tubod West, Tubod East, Tagoloan, Sapad



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2. **Senior Bookkeepers and Disbursing Officers** are also directed to submit their **monthly financial reports** following the schedule of their district.
 3. This activity aims to provide a real-time monitoring of the release, receipt, utilization, and reporting of the funds for the School Maintenance and Other Operating Expenses.
 4. Traveling expenses, meals and snacks of the school heads, senior bookkeepers, and disbursing officers will be charged against School MOOE funds.
 5. For information, guidance, and strict compliance.
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