



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

DepEd - Division of Batangas  
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Doc No: R2-116236  
By: 06 JAN 2022 Time: 10:33

January 6, 2022

**DIVISION MEMORANDUM**

No. 004, s. 2022

**SCHOOL AND DISTRICT OFFICE MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) CASH ADVANCE AND LIQUIDATION FOR CY 2022**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to inform all concerned officials and personnel that submission of request for cash advance for school and district office maintenance and other operating expenses may now commence. The checklist of documentary requirements is available for download in the division office's website.
2. For the year 2022, downloading of school and district MOOE will be every two months.
3. Submission of at least 75% liquidation of school MOOE and full liquidation of district office MOOE must be not later than the 20<sup>th</sup> day of the second month covered by the cash advance (i.e. liquidation report for January to February 2022 cash advance is due not later than February 20, 2022).
4. Immediate dissemination of and compliance to this memorandum is hereby enjoined.

  
**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R0/03-02-2020



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