



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

DepEd - Division of Batangas RECORDS SECTION	
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January 6, 2023

DIVISION MEMORANDUM
No. 005, s. 2023

SCHOOL AND DISTRICT OFFICE MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) CASH ADVANCE AND LIQUIDATION FOR CY 2023

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 2023, downloading of school and district MOOE will be every two months.
3. All Accountable Officers are reminded that no new cash advance shall be granted unless prior year cash advance has been liquidated and accounted for and transfer of accountability for school funds (Annex C) and indorsement letter for the incoming school head (Annex I) are submitted when necessary.
4. During the current year, submission of at least 75% liquidation of school MOOE and full liquidation of district office MOOE is allowed and must be not later than the 20th day of the second month covered by the cash advance (i.e. liquidation report for January to February 2023 cash advance is due not later than February 20, 2023).
5. Wide and immediate dissemination of and compliance to this memorandum is desired.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R1/11-22-2021



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