



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 11 2023

MEMORANDUM

**IMPLEMENTATION OF MODIFIED PROCESS ON THE LIQUIDATION REPORT
(LR) AND RELEASE OF THE SCHOOL MOOE CASH ADVANCE**

To: OIC-Asst. Schools Division Superintendent
Administrative Officer V
Accountant III
Administrative Officer V - Budget Officer
Public Elementary and Secondary School Principals
Schools Administrative Officers II
Schools Supply Officers – In Charge

1. It is the goal of the Schools Division Office to improve the delivery of basic services through the timely release, utilization, and liquidation of Cash Advances of the School MOOE.
2. Relative to this, the Finance and Administrative Section (Cash Unit) shall conduct an orientation for all School Heads and Schools Administrative Officer II on May 17, 2023, Wednesday, 1:00 p.m., 4th floor on the SDO Conference Room. The personnel who have been previously handling this task may also join the orientation.
3. The attendance of all concerned is hereby enjoined.


EVANGELINE P. LADINES CESOSA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

MEETINGS ORIENTATION ACCOUNTING

LNDL/Accounting
146 / May 8, 2023

UN-2023-146



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