



Republic of the Philippines  
**Department of Education**

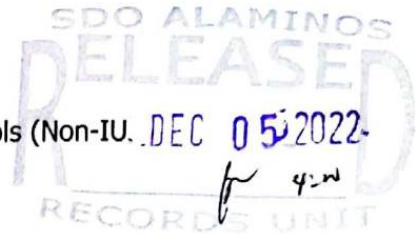
Region I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM  
DM-2022-487**

To: Heads of Public Elementary and Secondary Schools (Non-IU) **DEC 05 2022**  
Administrative Officer II  
Administrative Assistant III  
Administrative Assistant II  
All Others Concerned




Subject: **DEADLINE OF SUBMISSION OF SCHOOL MOOE & OTHER FUNDS LIQUIDATION REPORT FOR THE CALENDAR YEAR 2022**

From: Schools Division Superintendent

Date: December 05, 2022

1. With reference to Section 5.8 of COA Circular No. 097-002, which requires that all cash advances shall be fully liquidated at the end of each year, submission of School MOOE & Other Funds Liquidation Reports will be on or before **December 16, 2022 12 NOON**. All folders submitted beyond the said deadline shall be treated as late and will receive corresponding memo.
2. In order to track the submission of liquidation reports, all documents shall be submitted first in the Records Section for proper recording and directly forward the folders by the school representative to the Division Cluster Bookkeepers for checking.
3. Furthermore, with reference to the Item No. 1 of AOM No. SDOAC 2022-010(21) dated March 10, 2022, deadline of submission of the lacking documents to the Accounting Office is on **December 09, 2022**. Failure to submit the required documents or information needed may result to the issuance of Notice of Suspension (NS)/Notice of Disallowance (ND)/Notice of Charge (NC) by the Auditor.
4. For immediate dissemination and strict compliance of all concerned.

  
**VIVIAN LUZ S. PAGATPATAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent *QJS*

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminocity.com](http://depedalaminocity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)

