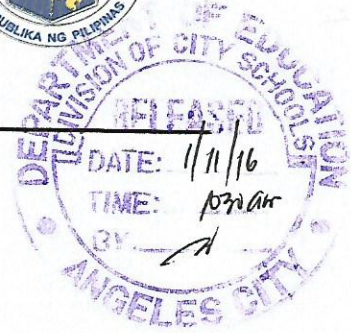




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099



DIVISION LETTER
No. 61, s. 2016

To : Public Schools District Supervisors
Public Elementary and Non-Fiscal Secondary School
Principals/Heads

Subject : MOOE Liquidation for C.Y. 2016 Cash Advance

Date : January 8, 2016

To ensure the timeliness of the Division's MOOE downloading and liquidation of Cash Advance for the month of *January 2016*. The following dates are to be followed and should be complied with:

DATE	DESCRIPTION
January 12, 2016	Releasing of Cheques for the month of January by the Cashier's Unit.
January 13-27, 2016	Utilization and Disbursement of MOOE funds.
January 28-29, 2016	Liquidation Date for the month of January . (Submission of liquidation reports and supporting documents) of schools. Please see below for the assigned schedule of each school.
January 29, 2016	Submission of Cash Advance's Request for the month of February .
February 1, 2016	Processing of Liquidation Reports and request of Cash Advance, by the Accounting Unit.
February 10, 2016	Submission of Liquidation Reports by the Accounting Unit to the Auditor's Office.



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Schedule for Liquidation

Schedule	District/School	
January 28, 2016	East/South District: <ul style="list-style-type: none"> ➤ J.P. Dizon ES ➤ San Ignacio ES ➤ Pineda-Gutierrez ES ➤ Sapalibutad ES ➤ GRLLIS ➤ Lourdes Northwest ES ➤ M. Nepomuceno ES ➤ Sto. Rosario ES ➤ Pulungbulu ES ➤ Sto. Domingo ES 	West/North District: <ul style="list-style-type: none"> ➤ Sapang Bato ES ➤ Sitio Target Ext. School ➤ Tacondo ES ➤ Cuayan ES ➤ Pampang ES ➤ Air Force City ES ➤ Sitio Pader ES ➤ Sta. Maria ES ➤ Teodoro P. Tinio ES ➤ Virgen Delos Remedios ES ➤ SBNHS
January 29, 2016	East/South District: <ul style="list-style-type: none"> ➤ A.G. Tinio ES ➤ Mining ES ➤ Cutud ES ➤ Northville 15 IS ➤ DAMES ➤ Enrica Sandico ES ➤ A.G. Nepomuceno ES ➤ Cutcut ES ➤ Don Pepe Henson ES ➤ Leoncia Village ES ➤ Angeles Elem. School ➤ Belen Homesite ES 	West/North District: <ul style="list-style-type: none"> ➤ Alberto G. Pabalan ES ➤ Amsic IS ➤ Edilberto M. Ganzon ES ➤ Gueco Balibago ES ➤ Malabanas IS ➤ Sta. Teresita ES ➤ Dr. C.N. Dayrit, Sr. ES ➤ EPZA Resettlement ES ➤ Pulung Cacutud ES ➤ Salapungan ES ➤ Marisol Bliss ES ➤ CMRICTHS

The Cash Advance request of schools for the following/succeeding month will be processed and released by the Accounting Unit as soon as completely liquidated. The Cashier's Unit will then prepare the cheques and released it to the school heads.

Your usual cooperation and compliance is earnestly desired.

LEILANI S. CUNANAN, CFSO VI