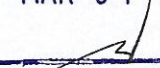


MAR 01 / 2016

By 
DepED Angeles City
Division of City Schools

DIVISION LETTER
No. 04, 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 : **March 1, 2016**

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

DATE	DESCRIPTION
March 3, 2016	Releasing of Cheques for the month of March by the Cashier's Unit.
March 4-23, 2016	Utilization and Disbursement of MOOE funds.
March 28-29, 2016	Liquidation Date for the month of March . (Submission of liquidation reports and supporting documents) of schools. Please see below for the assigned schedule of each school.
March 30, 2016	Submission of Cash Advance's Request for the month of April .
March 31, 2016	Processing of Liquidation Reports by the Accounting Unit.
April 10, 2016	Submission of Liquidation Reports by the Accounting Unit to the Auditor's Office.




Schedule for Liquidation

Schedule	District/School	
<p>March 28, 2016</p>	<p>East/South District:</p> <ul style="list-style-type: none"> ➤ J.P. Dizon ES ➤ San Ignacio ES ➤ Pineda-Gutierrez ES ➤ Sapalibutad ES ➤ GROLLIS ➤ Lourdes Northwest ES ➤ M. Nepomuceno ES ➤ Sto. Rosario ES ➤ Pulungbulu ES ➤ Sto. Domingo ES 	<p>West/North District:</p> <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
<p>March 29, 2016</p>	<p>East/South District:</p> <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 	<p>West/North District:</p> <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, CESO VI
 OIC - Schools Division Superintendent