## Angeles City

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

DIVISION LETTER No. <u>09</u>, s. 2016

To : Public Schools District Supervisors

Public Elementary and Non-Fiscal Secondary School

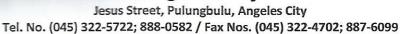
Principals/Heads

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

Date : April 4, 2016

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

DATE	DESCRIPTION	
April 5, 2016	Releasing of Cheques for the month of April by the Cashier's Unit.	
April 6-22, 2016	Utilization and Disbursement of MOOE funds.	
April 25-26, 2016	Liquidation Date for the month of <b>April</b> . (Submission of liquidation reports and supporting documents) of schools. Please see below for the assigned schedule of each school.	
April 27, 2016	Submission of Cash Advance's Request for the month of May.	
April 29, 2016	Processing of Liquidation Reports by the Accounting Unit.	
May 10, 2016	Submission of Liquidation Reports by the Accounting Unit to the Auditor's Office.	



## **Schedule for Liquidation**

Schedule	District/School	
April 25, 2016	East/South District:  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:  > Alberto G. Pabalan ES > Amsic IS > Edilberto M. Ganzon ES > Gueco Balibago ES > Malabanias IS > Sta. Teresita ES > Dr. C.N. Dayrit, Sr. ES > EPZA Resettlement ES > Pulung Cacutud ES > Salapungan ES > Marisol Bliss ES > CMRICTHS
April 26, 2016	East/South District:  > 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:  > 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

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.

MA. CELINA L. VEGA

OIC - Assistant Schools/Division Superintendent