



Region III
DIVISION OF CITY SCHOOLS
Angeles City




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RELEASED

DIVISION LETTER
 No. 09, s. 2016

MAY 02 2016

By 
 Div. ED Angeles City
 Division of City Schools

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

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

Date : **May 2, 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
May 4, 2016	Releasing of Cheques for the month of May by the Cashier's Unit.
May 5-20, 2016	Utilization and Disbursement of MOOE funds.
May 23-24, 2016	Liquidation Date for the month of May . (Submission of liquidation reports and supporting documents) of schools. Please see below for the assigned schedule of each school.
May 25, 2016	Submission of Cash Advance's Request for the month of June .
May 26, 2016	Processing of Liquidation Reports by the Accounting Unit.
June 10, 2016	Submission of Liquidation Reports by the Accounting Unit to the Auditor's Office.

Schedule for Liquidation

Schedule	District/School	
May 23, 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
May 24, 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. Ganson ES ➤ Gueco Balibago ES ➤ Malabantias 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