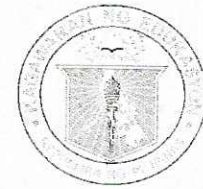




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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

RELEASED

DIVISION LETTER
No. 01, s. 2017

FEB 03 2017

By 
Division Office Angeles City
Division of City Schools

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

Subject : **MOOE Liquidation for C.Y. 2017 Cash Advance**

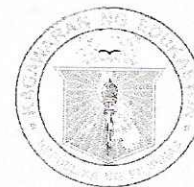
Date : **February 2, 2017**

To ensure the timeliness of the Division's MOOE downloading and liquidation of Cash Advance for the month of *February 2017*. The following dates are to be followed and should be complied with:

DATE	DESCRIPTION
February 3, 2017	Releasing of Cheques for the month of February by the Cashier's Unit.
February 4-19, 2017	Utilization and Disbursement of MOOE funds.
February 20-21, 2017	Liquidation Date for the month of February . (Submission of liquidation reports and supporting documents) of schools. Please see below for the assigned schedule of each school.
February 21, 2017	Submission of Cash Advance's Request for the month of March .
February 21, 2017	Processing of Liquidation Reports by the Accounting Unit.
March 10, 2017	Submission of Liquidation Reports by the Accounting Unit to the Auditor's Office.



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Schedule for Liquidation

Schedule	District/School	
February 20, 2017	<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➤ Don Pepe Henson ES	<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
February 21, 2017	<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➤ Leoncia Village ES➤ Angeles Elem. School➤ Belen Homesite ES	<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