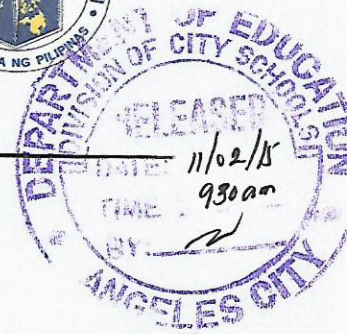




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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



DIVISION LETTER
No. 59, s. 2015

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

Subject : MOOE Liquidation for C.Y. 2015 Cash Advance

Date : November 2, 2015

To ensure the timeliness of the Division's MOOE downloading and liquidation of Cash Advance for the month of *November* 2015. The following dates are to be followed and should be complied with:

DATE	DESCRIPTION
November 4, 2015	Releasing of Cheques for the month of November by the Cashier's Unit.
November 5-20, 2015	Utilization and Disbursement of MOOE funds.
November 19-20, 2015	Liquidation Date for the month of November . (Submission of liquidation reports and supporting documents) of schools. Please see below for the assigned schedule of each school.
November 23, 2015	Submission of Cash Advance's Request for the month of December .
November 24, 2015	Processing of Liquidation Reports and request of Cash Advance, by the Accounting Unit.
December 2, 2015	Submission of Liquidation Reports by the Accounting Unit to the Auditor's Office.

Schedule for Liquidation

Schedule	District/School	
<p align="center">November 19, 2015</p> <p align="center">Morning</p>	<p>South/East District:</p> <ul style="list-style-type: none"> ➤ Lourdes Northwest ES ➤ M. Nepomuceno ES ➤ Sto. Rosario ES ➤ Pulungbulu ES ➤ Sto. Domingo ES 	<p>North District:</p> <ul style="list-style-type: none"> ➤ Sitio Pader ES ➤ Sta. Maria ES ➤ Teodoro P. Tinio ES ➤ Virgen Delos Remedios ES ➤ SBNHS
<p align="center">November 19, 2015</p> <p align="center">Afternoon</p>	<p>East District:</p> <ul style="list-style-type: none"> ➤ J.P. Dizon ES ➤ San Ignacio ES ➤ Pineda-Gutierrez ES ➤ Sapalibutad ES ➤ GRLLIS 	<p>West 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
<p align="center">November 20, 2015</p> <p align="center">Morning</p>	<p>South/East District:</p> <ul style="list-style-type: none"> ➤ A.G. Nepomuceno ES ➤ Cutcut ES ➤ Don Pepe Henson ES ➤ Leoncia Village ES ➤ Angeles Elem. School ➤ Belen Homesite ES 	<p>North District:</p> <ul style="list-style-type: none"> ➤ Dr. C.N. Dayrit, Sr. ES ➤ EPZA Resettlement ES ➤ Pulung Cacutud ES ➤ Salapungan ES ➤ Marisol Bliss ES ➤ CMRICTHS
<p align="center">November 20, 2015</p> <p align="center">Afternoon</p>	<p>East District:</p> <ul style="list-style-type: none"> ➤ A.G. Tinio ES ➤ Mining ES ➤ Cutud ES ➤ Northville 15 IS ➤ DAMES ➤ Enrica Sandico ES 	<p>West District:</p> <ul style="list-style-type: none"> ➤ Alberto G. Pabalan ES ➤ Amsic ES ➤ Edilberto M. Ganzon ES ➤ Gueco Balibago ES ➤ Malabanas ES ➤ Sta. Teresita ES

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 cheque and released it to the school heads.

Your usual cooperation and compliance is earnestly desired.


LEILANI S. CUNANAN, CESO VI
 OIC - Schools Division Superintendent