

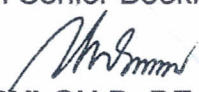


Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



**MEMORANDUM**

**TO:** Public Schools District Supervisors  
Secondary Non-IU's & Elementary School Heads  
Division Senior Bookkeepers

**FROM:**   
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

**SUBJECT: SUBMISSION OF LIQUIDATION REPORT OF SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**

**DATE:** September 8, 2015

To ensure the early completion and liquidation of the school MOOE and to avoid any delay that may lead to the late release of funds downloaded with the end in view of enhancing organizational offering, please be informed that the new deadline of the submission of the said report will be every 10<sup>th</sup> day of the month. Moreover, this Office reiterates completion of the necessary pertinent papers upon submission to the respective senior bookkeepers.

Non-compliance to the scheduled deadline will result to delayed release of funds for the current month and schools shall receive written warning which is a demerit in Results-Based Performance Management System (RPMS).

For your information, guidance and strict compliance.