




MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads and TICs
Division Senior Bookkeepers
All Concerned

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

SUBJECT: **ADDITIONAL REQUIRED DOCUMENT FOR MOOE LIQUIDATION**

DATE: July 21, 2016

This is in reference to DepEd Order No. 5 s., 2010 entitled, "Guidelines on Inspection of DepEd Deliveries", as part of the general guidelines it is stated that the inspection of deliveries of equipment, supplies and materials, and infrastructure project shall be handled by the Inspectorate Team.

Relative to this, all schools to submit MOOE liquidation shall have an inspection report of all procurements made signed by the School Inspectorate Team composed of the following:

- School Property Custodian
- PTA Presidents (in case of absence, the person next in rank may sign)
- Faculty Club President

For your information, guidance and strict compliance.