



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM
 No. 502, s. 2023

June 13, 2023

INTERNAL GUIDELINES IN MOOE LIQUIDATION AT THE END OF THE QUARTER

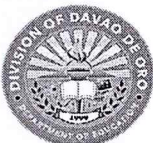
TO: Public Schools District Supervisor/District Coordinating Principal
 Non-IUs Secondary & Elementary School Principals/Heads
 Elementary & Non-IUs Senior Bookkeepers/ADAS III
 All Others Concerned

1. The common observations in the MOOE liquidation are the following:
 - a. The amount of tax withheld which is still in the bank account of the school is used in the payment of expenses which resulted in over liquidation.
 - b. There is still a material amount of unutilized cash advance at the end of the quarter which should have been paid for items needed by the school.
 - c. Delayed submission of the bank reconciliation & individual subsidiary ledgers of Cash Advances to Operating units.
2. These observations occurred because of the transition of establishing bank accounts of school in October 2020. These deficiencies greatly affect the integrity of financial information, efficiency in the school operation and timely reporting.
3. To further improve our system in the MOOE Liquidation, all school heads in the Elementary & Non-IUs Secondary schools are required to cash return the amount of the tax withheld and unused or excess cash advance in the Division Cashiering Office by issuing a check payable to Bureau of Treasury on or before the end of the quarter.
4. For all Senior Bookkeepers, the proforma JEV entry shall be:

	<u>Debit</u>	<u>Credit</u>
Expenses	xxxxx	
Cash, Collecting Officer	xxxxx	
Due to BIR (1%)		xxxxx
Due to BIR (5%)		xxxxx
Advances to Operating Units		xxxxx

5. Immediate and wide dissemination of this order is desired.

CRISTY C. EPE
 Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2