



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2022- 339

TO : **ALL CLUSTERED BOOKKEEPERS**
(see attached list)

FROM: *Senen Paulin*
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SUBJECT : **CONSULTATIVE MEETING OF ALL CLUSTERED BOOKKEEPERS**

DATE : July 18, 2022

1. You are hereby directed to attend a consultative meeting of all clustered bookkeepers on July 21, 2022 at 9:00 in the morning at the 3rd Floor Division Conference Room to discuss issues and concerns in you work assignments and to discuss and reiterate Division Memorandum No. 296, s. 2019.
2. Transportation and other expenses incurred relative to this meeting shall be charge to the Division MOOE subject to the usual accounting and auditing rules and regulations.
3. This memorandum will serve as a travel order.
4. For your information and guidance.

SPP/ RBP/JFP *JFP*

19 8 JUL 2022

PARTMENT OF EDUCATION

Address: Kagawaran Avenue, Capital Area, Davao, Davao City



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

May 17, 2019

DIVISION MEMORANDUM

No. 294, s. 2019

TO: ALL PSDS
ALL SCHOOL HEADS
ALL CLUSTERED BOOKKEEPERS
ALL OTHERS CONCERNED

SUBJECT: REITERATING THE DEADLINE OF SUBMISSION OF
MONTHLY MOOE REQUEST

As discussed during the meeting of all clustered bookkeepers with SDS Wilfreda Bongalos last April 22, 2019 at the Library Hub it is reiterated and you are hereby reminded to observe the deadline of submission of the monthly school MOOE request:

- a. **10th of the month** – deadline of submission liquidation of previous month school MOOE;
- b. **10th of the month** – deadline of submission of school MOOE request for the month to clustered bookkeepers;
- c. **15th of the month** – deadline of submission of school MOOE request for the month to the division office.

Submission of MOOE requests after the set deadlines will not be honored.

“NO LIQUIDATION – NO CASH ADVANCE” policy must be strictly adhered. Please be guided accordingly.


WILFREDA D. BONGALOS, CESO V
Schools Division Superintendent

7 MAY 2019