



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- 296

TO : **FRANCY S. ALLER – Cantombol ES, Mabinay 1**  
**RANDY ABRASADO – Barang-barang ES, Mabinay 1**  
**KRISTINE MYRENE ROSE SAYRE – Mampalasan ES, Mabinay 1**  
**MARCHEL LIMBAGA – Canggohob HS, Mabinay 1**

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

SUBJECT : **LATE SUBMISSION OF APRIL 2022 MOOE AND  
REQUEST OF MAY 2022 MOOE**

DATE : June 15, 2022

1. Relative to your justification on late submission of school MOOE for the month of April 2022, please note that your March 2022 MOOE liquidation was also submitted late and you were also asking for consideration to release your April 2022 with a promise to liquidate it on time on May 10, 2022.
2. This is to reiterate the Division Memorandum 296, s. 2019 that submission of of MOOE requests after the set deadlines will not be honored.
3. Please be informed that to comply with the above memorandum, we will refuse your request for the month of May 2022. Please submit your liquidations on time to avoid forfeiture of your future MOOEs.
4. For information and guidance.

SPP/RBP/JPP

5 JUN 2022





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. 10<sup>th</sup> of the month – deadline of submission liquidation of previous month school MOOE;
- b. 10<sup>th</sup> of the month – deadline of submission of school MOOE request for the month to clustered bookkeepers;
- c. 15<sup>th</sup> 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

07 MAY 2019