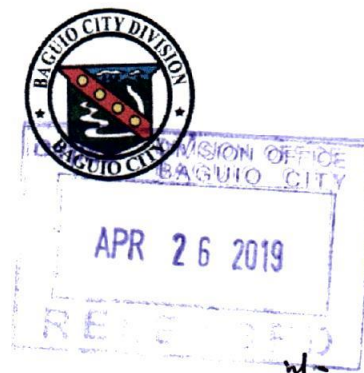




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



Division Memorandum

No. 189, s., 2019

TIMELINE OF DOWNLOADING AND UTILIZATION OF MOOE ALLOCATION OF ELEMENTARY AND NON-IU SECONDARY SCHOOLS

To: ASDS
CID & SGOD Chief
PSDS
Elementary & Secondary School Heads

1. In order to obtain 95-100% liquidation rate per month, on-time submission of all documentary requirements for the month is essential. Thus, timeline is needed for us to be guided on the submission of necessary documents.
2. Timeline of downloading and utilization of MOOE allocation of elementary and non-IU secondary schools:

Date	Activity
1 st - 5 th of the month	Downloading of funds
1 st - 25 th of the month	Procurement
26 th - end of the month	Liquidation and Preparation of Liquidation Report
2 nd of the ensuing month	Submission of Liquidation Report to SDS

3. End of submission of all documentary requirements for the month will be on the 26th. Incomplete documents will not be liquidated for the month.
4. Wide and immediate dissemination of this memorandum to all concerned is desired.

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Schools Division Superintendent


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