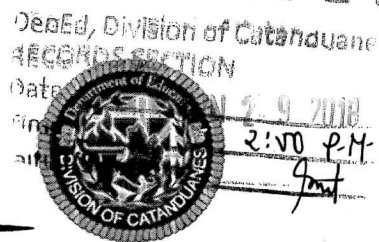




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

RELEASED



June 25, 2018

Unnumbered Division Memorandum  
Series 2018

**CUT- OFF DATE AND LIQUIDATION OF CASH ADVANCES FOR MOOE  
AND ALL OTHER FUNDS OF ELEMENTARY/SECONDARY &  
SENIOR HIGH SCHOOLS**

To: Elementary School Principals/ School Heads  
Secondary/Senior High School Principals/School Heads  
All Others Concerned

1. The Accounting and Budget Sections, sets the Cut-Off Date for the Cash Advances and Liquidations on the **22<sup>nd</sup> of every month** starting June this year, in anticipation for the CY 2019 Cash Based Budgeting ;
2. To clearly state, if the 22<sup>nd</sup> falls on a Saturday, Sunday and Holiday, the cut-off shall be the last working day , following the Holiday ;
3. This is being done to spare the last week of the month for the Accounting and Budget Sections for the preparation/consolidation of the various reports needed for submission on line and in hard copies at the end of the month to the different oversight agencies most especially the DepED Region and Central Office, as well as the Department of Budget and Management and all other agencies monitoring and checking our monthly transactions specifically, the “obligation, utilization and disbursement rate.”
4. Immediate dissemination of this Memorandum is desired.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent