
	<i>Department of Education</i> Region III SCHOOLS DIVISION OFFICE OF PAMPANGA City of San Fernando High School Blvd., Brgy. Lourdes, City of San Fernando, Pampanga, 2000 Website: www.depedpampanga.com Email: pampanga@deped.gov.ph Tel.: (045) 435-7404 Fax: (045) 435-2728		Document Code: SDOPAMP-QF-OSDS-002
	DIVISION MEMO NO. <u>386</u> S. 2018		Revision : 00 Effectivity Date: May 8, 2018 Name of Office: ACCOUNTING UNIT

To : Assistant Schools Division Superintendent – Elementary
 Assistant Schools Division Superintendent – Secondary
 Public Schools District Supervisors
 School Heads of Public Elementary, Junior and Senior High Schools
 Chief – School Governance and Operations Division
 Chief –Curriculum Implementation Division
 All Unit Heads
 All Concerned

From : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject : **Clarification and Additional Guidelines on the Liquidation of Cash Advances for School Maintenance and Other Operating Expenses (MOOE)**

Date : August 24, 2018

1. Original District Inspectorate Team (DIT) and Monitoring Checklist should be attached for every liquidation of Elementary Schools.
2. Electric and Water Lines should be in the name of the School not in the name of School Head.
3. For Internet Line, billing should not exceed the monthly line applied disregarding the P4,000.00 ceiling for internet lines. Any excess shall not be allowed for liquidation purposes. The School Head is advised to seek the assistance of the service provider to limit the monthly usage based only from the line.
4. Travel Claims of School Heads, Administrative Officers (AO), Administrative Assistant III & II (ADAS III & II) of Elementary and Non-Implementing Secondary Schools.

Effective September 1, 2018

- Personal Locator Slip shall be used for usual travel to Division Office.
- For travel to Division Office, the DO ADAS in Charge of the Liquidation of the School shall sign in the Personal Locator Slip in addition to the persons visited by the the School Head, AO or ADAS III & II. Travels without the signature of the ADAS In Charge shall not be allowed for liquidation.
- School Head handling both the JHS and SHS and ADAS of JHS shall claim travel only on the JHS Fund while the AO and ADAS of SHS shall the one to claim on their SHS Fund. Maximun amount is P2,000.00 per school not per head.
- For Elementary Schools maximum of P1,000.00 per school.
- Also for JHS and SHS travel claims of the School Head, AO and ADAS shall be simultaneously liquidated during the month of travel.
- Maximum of 6 travel per month per person only.
- Travel Claims shall be on monthly basis, if not claimed during the month it will forfeited hence no longer allowed for liquidation in the succeeding month.
- Any unclaimed travel prior to September 1, 2018 shall only be allowed for liquidation on or before December 31, 2018.
- For DBM travel claims, allowed only if items purchased can't be hand carried and shall be liquidated simultaneously with the DBM Procurement.
- Only format as prescribed by the Unnumbered Division Memorandum – Reiteration on the General Guidelines of Travel Claims and Proper Filling of Forms shall be allowed for liquidation.

5. Procurement of venues for GAD Training shall be direct to supplier. Passing through a travel agency or third party is not allowed.
6. Widest dissemination of this memorandum is desired.

Leonardo D. Zapanta, Ed.D., CESO VI
School Division Superintendent