



DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

06 DEC 2021

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DIVISION MEMORANDUM
No. 539, s. 2021

**SUBMISSION OF SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES
(MOOE) LIQUIDATION REPORT AND OTHER FINANCIAL DOCUMENTS**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads
All School Property Custodians

1. The Office of the Schools Division Superintendent thru the Finance Section-Budget and Accounting Unit announces the deadline of submission of School Maintenance and Other Operating Expenses (MOOE) Liquidation Report and other financial documents on or before December 20, 2021.
2. For questions and clarifications, kindly contact Mr. Deofil Ocayo, Administrative Officer II @ deofil.ocayo@deped.gov.ph and Ms. Jennifer Lara, Administrative Assistant II @ jennifer.lara001@deped.gov.ph
3. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

ARIEL M. CABANTOG
Administrative Officer V
Officer of the Day

Encl: None
Reference: None

OSDS/ACCT / DM-Submission of School Maintenance and Other
Operating Expenses (MOOE) and Other Financial
Documents
4036 / 12/06/2021



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