



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

MEMORANDUM  
No. 004 s. 2021

TO : **CHONA B. ROXAS**  
**AIMEE T. AMISTOSO**

FROM : **JOSEPH IRWIN A. LAGURA PhD** *WJH*  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **SUBMISSION OF LIQUIDATION REPORT**

DATE : January 7, 2021

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1. The Accounting Section is currently having its annual year-end closing of books.
2. Based on records, there are still unliquidated cash advances pertaining to MOOE downloading and National Press Conference.
3. Our COA resident Auditor is already requiring the accounting office to submit report on Status of Cash Advances as of December 31, 2020 with a deadline up to 5PM today.
4. In the past two years we have had **Zero unliquidated cash advance** at year end.
5. Personnel concerned are required to submit your liquidation report on or before 3PM today so that the accounting office can still have ample time to check your liquidation report
6. For strict compliance.

JIAL/BUDGET&FINANCE/MKP/mts



**Accounting Section**

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