



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

**Office of the Schools Division
Superintendent**

OFFICE MEMORANDUM

No. 001 s. 2021

TO : **SCHOOL HEADS OF NON-IMPLEMENTING UNITS**

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

SUBJECT : **PROTOCOL ON THE SUBMISSION OF SCHOOL MOOE
LIQUIDATION REPORTS**

DATE : February 3, 2021

1. In view of the existing Covid-19 pandemic and as part of our response to ensure the protection of all teaching and non-teaching personnel, this Office will impose new protocol in the submission of School MOOE liquidation reports and its supporting documents.
2. All school heads are required to submit a **soft copy** of liquidation reports and its supporting documents. Kindly compile your liquidation reports in a folder and label it with your school's name and the corresponding month of School MOOE. You may submit your soft copy in a form of a scanned copy or picture and email it to rosalie.tambis@deped.gov.ph or marilou.bedrijo@deped.gov.ph or you may send it directly to the Facebook Messenger of Ms. Rosalie Tambis or Ms. Marilou Bedrijo.
3. Hard copies of the liquidation reports will still be submitted once your soft copies are already pre-audited. You may submit the hard copies to the security guard on duty or to the officer of the day on duty.
4. For strict compliance.

JIAL/BUDGET&FINANCE/MKP/mts



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