



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**

DIVISION MEMORANDUM  
No. 094 s. 2021

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

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

SUBJECT : **ORIENTATION SEMINAR ON THE MANAGEMENT OF CASH  
ADVANCES FOR SCHOOL MAINTENANCE AND OTHER  
OPERATING EXPENSES (MOOE)**

DATE : March 8, 2021

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In view of the implementation of DEPED Order No. 29 s. 2019 re: Procedural Guidelines on the Management of Cash Advances for School MOOE and Program Funds of Non-Implementing Units, the Budget and Finance and Cash and Supply Sections will conduct an orientation seminar to School Heads of Non-Implementing Units on the management of school funds using the checking account.

The seminar will be on March 12, 2021, 8AM to 5PM, at Metro Center Hotel and Convention Center.

In order to maintain social distancing, only the above mentioned participants are expected to attend. Bringing of additional participant even if she/he is in-charge of MOOE liquidation is not allowed.

All expenses relative to the activity is chargeable against Division MOOE.

Attendance is a must and no proxy is allowed.

For immediate dissemination and strict compliance.

JIAL/BUDGET&FINANCE/MKP/mts

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**Accounting Section**

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