



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

October 9, 2023

DIVISION MEMORANDUM
OSDS No. 156, s. 2023

UPDATED DOCUMENTARY REQUIREMENTS OF QUARTERLY MOOE DOWNLOADING

To: Assistant Schools Division Superintendent
SGOD Chief
School Heads
School – based Administrative Officer II
School – based Bookkeepers and Disbursing Officers
All others concerned

1. This is in reference to Commission on Audit issued Memorandum Circular No. 2023 – 004 dated June 14, 2023, entitled “Prescribing the Updated Documentary requirements for Common government transactions, amending COA Circular No 2012-001 dated June 14, 2012, and COA Circular No. 97-002 dated February 10, 1997, entitled " Restatement with amendments of the rules and regulations on the granting, utilization and liquidation of cash advances provided for under COA Circular No. 90-331 dated May 3, 1990 which gives a minimum documentary requirements needed to facilitate the grant of cash advance to field operating units.
2. This Memorandum specifically aims for the following:
 - a. to attain uniformity among Division Accounting personnel in -charge, School head and School -based finance personnel as to the needed attachments of the quarterly MOOE downloading for school;
 - b. to minimize the return of the request for the downloading for compliance due to lacking documents; and
 - c. to facilitate faster release of the cash advances of MOOE of school which is very vital in its operation.
3. Attached is the list of documentary requirements and its ideal timeline of the release of quarterly MOOE downloading with the corresponding notes.
4. All division related issuances which are inconsistent with the provisions of this memorandum are hereby repealed and modified.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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5. Immediate dissemination of and compliance to this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.
Reference: None
Allotment: None
To be included in the perpetual Index under
RECORDS

JGS/OSDS/DM/UPDATED QUARTERLY MOOE DOWNLOADING/ October 9,2023



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Enclosure to Division Memo OSDS No. _____ s. 2023

1. Quarterly MOE Downloading Requirements
 - a. 4 copies of Disbursement Voucher
 - b. 4 copies of ORS
 - c. 3 copies of SOB
 - d. 3 copies of approved application for bond (School Head & D.O)
 - e. 3 copies of Certification from Division Accountant that previous cash advance is already liquidated.

2. Timeline of Quarterly MOOE downloading

| QUARTERLY ALLOCATION | DATE OF DOWNLOADING |
|-------------------------|--------------------------------------|
| 1 st Quarter | 10 th day of January 2024 |
| 2 nd Quarter | 10 th day of April 2024 |
| 3 rd Quarter | 10 th day of July 2024 |
| 4 th Quarter | 10 th day of October 2024 |

Note 1: The provided timeline serves an optimal schedule for the school to facilitate an early download of MOOE which could facilitate timely submission of Liquidation.

Note 2: The speed at which MOOE can be downloaded is contingent upon how promptly schools meet the necessary requirements.

Note 3: The timeline sets will serve as a basis of giving rewards or recognition to the school which could meet this schedule.

Note 4: The indicated timeline signifies the timeframe during which the Government Servicing Bank (GSB), namely the Development Bank of the Philippines (DBP), officially acknowledges the Quarterly MOOE's LDDAP-ADA document by affixing the "received" stamp onto the document.



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