



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 3, 2020

DIVISION MEMORANDUM
No. **248**, s. 2020

EXTENSION OF THE DEADLINE OF SUBMISSION OF REQUESTS FOR CASH ADVANCE FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND REITERATION OF THE DEADLINE ON THE LIQUIDATION OF ALL CASH ADVANCES FOR FY 2020

To: Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Unit/Section Heads
All Others Concerned

1. To give consideration for the remaining Non-Implementing Unit (Non-IU) Schools in the Elementary, Junior and Senior High Schools, this Office will extend the deadline for the submission of request for cash advance for the last release of MOOE for year 2020. The deadline is on **November 6, 2020**.
2. The deadline for the liquidation of **ALL** cash advances as stated in Division Memorandum No. 186 dated August 25, 2020, Division Memorandum No. 230 dated October 8, 2020 and Division Memorandum No. 246 dated October 22, 2020 will still be on **December 15, 2020**. The extension of the deadline for the release of cash advance **does not extend** the deadline for its liquidation.
3. Item No. 5.8 of Commission on Audit (COA) Circular No. 97-002 dated February 10, 1997 states that:

“ 5.8 All cash advances shall be fully liquidated at the end of each year. Except for petty cash fund, the AO shall refund any unexpended balance to the Cashier/Collecting Officer who will issue the necessary official receipt.”



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

4. Be reminded that all school heads with unliquidated cash advances at the end of the year shall automatically be disqualified for entitlement to the Performance Based Bonus (PBB) for FY 2020. Item 6.18 of the Inter Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2020-1 dated June 2, 2020 states that:

“6.18 Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2020 PBB.”

5. For your information, guidance and strict compliance.


MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent

MAJ/ARLN



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph