



97635

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 097 s. 2023

To : **ELY G. CATALUÑA
NEIL D. BONGCAYAO
PSDS- Digos Occidental**

Subject : **DIRECTIVE TO FACILITATE THE SUBMISSION OF
REQUIRED REPORTS FOR THE RELEASE OF THE SCHOOL
MOOE**

Date : **February 8, 2023**

1. In the exigency of the service, and in view of the designation of Mr. Francis Jude D. Alcomendras to handle the School MOOE Ruparan Elementary School and Jolencio Alberca Elementary School, this office hereby directed you to facilitate the submission of required reports for the release of the School MOOE to wit:
 - a. Annual Improvement Plan
 - b. Annual Procurement Plan
 - c. Project Procurement Management Plan
 - d. Request for Cash Advances
 - e. Liquidation documents
 - f. Other Pertinent Documents that may be required
2. Further, please process the transfer of accountability with DBP and the accounting section, this division.
3. This shall take effect immediately upon issuance unless appropriately revised or revoked by a competent authority thru the issuance of an order/memorandum.
4. For your information and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
23-97635
DATE: 09 FEB 2023 TIME: 9:26am
BY: _____


CRISTY C. EPE
Schools Division Superintendent