



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
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DEC 09 2020

**MEMORANDUM TO:**

OIC, Office of the Asst. Schools Division Superintendent  
Elementary and Secondary School Principals (Non-Implementing Only)  
Officers-In-Charge  
All concerned

**CY 2020 Year End Deadline of MOOE Liquidation for Elementary and  
Secondary Schools (Non - Implementing Units)**

This is to inform all concerned that the last office day for the year is on December 29, 2020. In line with this, the FINANCE UNIT will set a deadline until the closing office hour of **December 22, 2020 (TUESDAY)** to accept **SCHOOL MOOE LIQUIDATION** and **OTHER DOWNLOADED FUNDS** for proper recording and evaluation of expenses and its supporting documents.

All remaining cash on hand and bank balances after the said deadline is to be refunded to the **CASH UNIT**, this DIVISION and to prepare check payable to **DEPED MARIKINA TRUST** for secondary schools with their Land Bank of the Philippines (LBP) Current Account starting **DECEMBER 23, 2020** onwards.

Immediate dissemination and strict compliance of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**

Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent