



26-18858

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 17, 2026

DIVISION MEMORANDUM

No. 0134 s. 2026

NOTICE OF MEETING TO ALL NON-TEACHING PERSONNEL ASSIGNED IN THE LIQUIDATION OF MOOE AND SBFP CASH ADVANCES

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V- Administrative Services
Public Elementary and Secondary School Heads
All Others Concerned

1. There will be a meeting of all school non-teaching personnel assigned to the liquidation of cash advances on April 22, 2026, from 8:00 a.m. to 5:00 p.m. at the Division ALS Conference Hall. This is intended for personnel from Congressional District I, namely: Asuncion, Kapalong East, Langilan, Kapalong West, New Corella, San Isidro, and Talaingod.
2. On April 23, 2026, non-teaching personnel from Congressional District II—namely Dujali, Carmen, Sto. Tomas East, and Sto. Tomas West—will also hold their meeting at the same venue and time.
3. Selected NTPs who are members of the TWG for the Open Ranking activities for Teacher I on April 22, 2026 have a scheduling conflict. It is therefore advised that they attend instead on April 23, 2026 to avoid this conflict.
4. The meeting aims to introduce and discuss procedures for monitoring cash advances and liquidations through the Subsidiary Ledger.
5. In addition, the meeting will cover the MOOE and SBFP balances as of March 31, 2026, including cash advances already reported to the Commission on Audit (COA).
6. Arrive on time and bring all documents related to liquidation of school MOOE namely the subsidiary ledger and laptop if applicable.
7. Ms. Miah Trizza M. Bonita will spearhead the meeting. Questions will be entertained.
8. Travel and other expenses shall be charged against school mooe subject to the usual accounting and auditing rules and regulations. This serves as Authority to Travel.



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Email Address: depeddavnor.sdo@deped.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

9. Everyone is enjoined to continually support and recognize the value of equality and diversity in adherence to the Equal Opportunity Principle (EOP) of the organization.
10. For information, guidance and strict compliance.

REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

EDUARD C. AMOGUIS, EdD *[Signature]*
Chief Education Supervisor- Curriculum Implementation Division
4/20/20

DAVAO DEL NORTE
RECORDS SECTION
RELEASED
DATE *4/20/20*

Accntng/mlmq
FN: notice of meeting to all field non-teaching personnel
assigned in the liquidation of mooe and sbfp cash advances



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 823 5170
Email Address: depeddavnor.sdo@deped.gov.ph
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte