



23-57801

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

Office of the Schools Division Superintendent

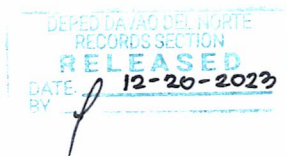
DIVISION MEMORANDUM
OSDS-2023-0134

**TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS**
Magbaad ES
Banaog ES
Dulyan IS (Elem and JHS)
Sonlon NHS (JHS and SHS)

SUBJECT : SUBMISSION OF PAYABLES FOR OCTOBER-DECEMBER 2023

DATE : DECEMBER 20, 2023

1. It has been noticed by the Office that liquidation reports for the third quarter MOOE still were not submitted to this Office, hence, downloading of MOOE for the 4th quarter will not be processed anymore by the Office.
2. Anent to this, the Office orders the School Head of each school to submit to the Accounting Unit of this Office, all bills or payroll for the payment of electricity, water, internet, janitorial, security expenses, and other payables, from October-December if still unpaid as of today.
3. Deadline of submission of all documents to facilitate recording these expenses as Accounts Payable as of December 2023, is on January 4, 2024.
4. For immediate and widest dissemination.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Accntng/mlmq

