



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

No. 153, s. 2024

JUN 05 2024

**DEADLINE FOR THE REQUEST FOR CASH ADVANCE AGAINST THE  
SCHOOL MOOE FUND FOR THE 2<sup>ND</sup> QUARTER OF FY 2024**

To: Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. As the second quarter is about to end, the Budget and Accounting Units are finalizing the reports to be submitted to the Regional Office and the Commission on Audit. Thus, in order to avoid cash reversion and facilitate the expeditious downloading of SMOOE Fund, the **deadline for ALL requests for Cash Advance shall be on 21 June 2024** to give time for verification, checking, preparation of Obligation Request and Status and Disbursement Voucher.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent