



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

DIVISION MEMORANDUM

No. 172, s. 2024

JUL 08 2024

**CONDUCT OF THE ADJUSTMENT OF 2024 WFP, PREPARATION OF
SUPPLEMENTAL APP AND SCHOOL MOOE LIQUIDATION DAY**

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

1. In order to ensure that the realignment of the school's operating budget addresses the emerging and urgent resource requirements in implementing the MATATAG Curriculum by establishing a strong linkage between the plan, the budget and the procurement process and to ensure timeliness of the submission of liquidation reports and the prompt release of cash advance to schools, this Office through the Budget and Accounting Unit will conduct workshop on the Adjustment of 2024 WFP, Preparation of Supplemental APP and the School MOOE Liquidation Day for Second Quarter per district on the following dates at the New Division Conference Hall:

District	Participants	Date
K1	• PSDS	17 July 2024 (a.m)
K2	• School Heads	17 July 2024 (p.m)
K3	• AO II	18 July 2024 (a.m)
K5	• School ADAS II/III	18 July 2024 (p.m)
K4	• Division Bookkeepers	19 July 2024 (a.m)

2. It is expected that the 2024 Adjusted Work and Financial Plan of each school is reflective of the programs, projects and activities in support of the implementation of the MATATAG Curriculum.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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

3. Moreover, this activity aims to check the liquidation status of cash advances and provide technical assistance, when needed, for the timely downloading of the School MOOE Allotments.
4. The conduct of the Liquidation Day is also anchored on Rewards and Recognition Pillar of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), where Accountable Officers who have complete and timely submission of liquidation reports are awarded with Certificates of Recognition.
5. All School Heads should bring their Supplemental WFP and APP 2024 at the same time must bring their unliquidated Cash Advances as of date in order to provide technical assistance for liquidation.
6. The travel expenses and meals of the participants are chargeable against their respective School MOOE Funds subject to availability, usual accounting and auditing rules and regulations.
7. In addition, as part of this Office's efforts to ensure efficient utilization of government funds, the Division Accounting Personnel shall conduct a Periodic Internal Audit of the cash advances released to public elementary and Non-IU Secondary schools any time within the current fiscal year and thereafter.
8. 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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2003
E-mail: kabankalan.city001@deped.gov.ph