



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 7, 2022

**DIVISION MEMORANDUM**

No. 627, s. 2022

To: All Non-Fiscally Autonomous School Heads  
All Others Concerned

**DEADLINE FOR SUBMISSION OF LIQUIDATION REPORTS FOR CY 2022**

1. In order to facilitate the early preparation of year-end financial reports and the closing of book of accounts for CY 2022, all liquidation reports for all outstanding cash advances on School Maintenance and Operating Expenses (MOOE) (whether regular and additional) and other Programs/Projects/Activities (PPAs) must be submitted to the Schools Division Records Unit **on or before December 21, 2022.**
2. For information and strict compliance.



**DANTE G. PARUNGAO, CESO V**  
For Schools Division Superintendent

Acctg2022

