



Republic of the Philippines  
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

06 Nov 2023

DIVISION MEMORANDUM  
OSDS No. **148** s. 2023

SCHEDULE OF SUBMISSION OF MONTHLY LIQUIDATION

To: Public Schools District Supervisors/Principals In-Charge  
Public and Private Elementary and Secondary School Heads  
Clustered Finance Personnel  
All Others Concerned

1. In relation to **DM OSDS No. 137, s. 2023**, "Deadline of Downloaded Cash Advances of Schools and Submission of Authority to Debit/Credit Account (Annex G) for CY 2023 Onwards", the schedule of submission of monthly liquidation and other reports of finance personnel in reference to DM OSDS No. 076, s. 2022 is **suspended until December 31, 2023**.
2. Transportation expenses for the liquidations submitted and retrieved not within the schedule of non-teaching personnel shall be borne by the school heads to be charged against their school MOOE or any other local funds.
3. This memorandum is effective immediately.

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl: None

Reference: **DM OSDS No. 137, s. 2023**

To be indicated in the Perpetual Index  
Under the following subjects:

SCHOOL MOOE  
SUBJECT IN THE PERPETUAL INDEX

RBF/DM- schedule of submission of monthly liquidation  
0000/November 6, 2023

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