



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
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Division Memorandum  
No. 155 s. 2020

TO: Public Schools District Supervisors  
School Heads, Non-IUs and IUs Schools  
District Bookkeeper

FROM: **MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

SUBJECT: **ASSESSMENT OF LOCAL SCHOOL FUNDS DOWNLOADING,  
UTILIZATION AND LIQUIDATION MECHANISMS**

DATE: May 29, 2020

1. To obtain data and information which may help in the development of an online mechanism designed to track performance and progress in the downloading, utilization and liquidation of cash advances particularly the local school funds (MOOE) for CY 2020 and beyond, the following field personnel are enjoined to accomplish the herein provided tasks, to wit:

No	Concerned Field Personnel	Assessment Task	Link to log in
1	School Heads of non-IU schools	1. Status report of the schools preparation for the downloading of local school funds (1 <sup>st</sup> Quarter, CY 2020); 2. Observation in the current bookkeeping & accounting mechanism	<a href="https://bit.ly/shznmooe2020">bit.ly/shznmooe2020</a>
2	District Bookkeeper	Common Finding/s on liquidation documents per school, CY 2019	<a href="https://bit.ly/dbznmooe2019">bit.ly/dbznmooe2019</a>
3	School Head/Bookkeeper of IU Schools	Status of utilization of the local funds, as of May 29, 2020	<a href="https://bit.ly/iuznmooe2020">bit.ly/iuznmooe2020</a>

2. Compliance with this assessment is expected from all concerned on or before **June 5, 2020**.
3. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMMOOEASSESSMENT/SGOD-SMME-DM028/05292020



*"Be and Do Much Better Each Day with a Sense of Urgency"*

