



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

March 21, 2024

DIVISION MEMORANDUM

OSDS – 2024 - 033

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors – Dauis and Panglao Districts
School Heads – Dauis CES, Tinago ES and Panglao CES
Senior Bookkeepers – Dauis and Panglao Districts
All Others Concerned

PROVISION OF ADDITIONAL SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES

1. DepEd Division of Bohol has received the Memorandum OUF – 2024 – 0120 dated March 7, 2024 (**Annex A**) – Request to Download Additional School Maintenance and Operating Expenses Amounting to P383,250.00.
2. In this connection, the identified schools are instructed to prepare the Work and Financial Plan (WFP) as a requirement for the NCA request. The WFP must adhere to Uses of School MOOE as provided in DepEd Order No. 8 s. 2019.
3. The WFP shall be submitted to the District Bookkeepers for validation and PSDS's approval. A hard copy of the approved WFP shall be forwarded to Jeberly Lopos of the IAS **on or before March 22, 2024**.
4. The liquidation reports, together with the supporting documents, shall be submitted to the District Bookkeepers and the Accounting Unit, on or before the 30th day from the date the fund is downloaded. The Administrative Officer II shall monitor the submission of the liquidation reports.
5. Immediate, dissemination and strict implementation of this memorandum is hereby directed.

Casiana P. Caberte

CASIANA P. CABERTE Ph.D., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2024-0120

TO : **CHOLITA F. TIONG**
Chief, Budget Division

MA. RHUNNA L. CATALAN
Chief, Accounting Division

FROM : **ANNALYN M. SEVILLA**
Undersecretary



SUBJECT : **REQUEST TO DOWNLOAD ADDITIONAL SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AMOUNTING TO P383,250.00**

DATE : **MARCH 7, 2024**

This refers to the instruction of the Office of the Secretary for immediate and appropriate action in providing additional School MOOE for the DepEd Schools below:

SCHOOL ID	SCHOOL NAME (GAA 2023)	REGION	DIVISION	AMOUNT TO BE D/L
118259	Daus Central Elementary School	VII	Bohol	134,500.00
118265	Tinago Elementary School	VII	Bohol	108,500.00
118562	Panglao Central Elementary School	VII	Bohol	140,250.00
TOTAL				P383,250.00

After evaluation and coordination with the concerned respective Schools Division Superintendent on their immediate additional School MOOE requirements, and the determination of the allowable amount to be downloaded (attached as **Annex "A"**), this Office requests Finance Service – Budget Division to process and issue a sub-allotment release order of **THREE HUNDRED EIGHTY-THREE THOUSAND TWO HUNDRED FIFTY PESOS (P383,250.00)**, and for Finance Service – Accounting Division to process corresponding Notice of Transfer of Allocations.

Thank you.



Annex A

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

SCHOOL ID	SCHOOL NAME (GAA 2023)	DIVISION	NO. OF LEARNERS [LIS SY 2023-24, as of Jan. 31, 2024]				Budget Division MOOE - FY 2023 GAA (INCLUDING D/L ADD'L MOOE)	RECOMMENDED Max 25% of Total D/L MOOE (Php 100K min. amount)	Charged to P/A/P
			ES	JHS	SHS	TOTAL			
118259	Daus Central Elementary School	Bohol	483	0	0	483	538,000	134,500.00	FY 2023 Continuing Operation of Schools - ES
118265	Tinago Elementary School	Bohol	373	0	0	373	434,000	108,500.00	FY 2023 Continuing Operation of Schools - ES
118562	Panglao Central Elementary School	Bohol	587	0	0	587	561,000	140,250.00	FY 2023 Continuing Operation of Schools - ES
TOTAL							1,533,000	383,250.00	



Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2024

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA348 310400100002000 - Continuing Appropriations Operation of Schools - Elementary (Kinder to Grade 6)		REFERENCE: FY 2023 GAAAO dated 01/03/2023	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-7-24-1742
FUND CODE: 01102101		ORGANIZATION CODE: 070010100000	LEGAL BASIS: Republic Act No. 11936 - FY 2023 GAA
PURPOSE: <i>Transfer of funds as Additional Maintenance and Other Operating Expenses (MOOE) of Dausi Central Elementary School, Tinago Elementary School and Panglao Central Elementary School.</i>		DATE: 18-Mar-24	FISCAL YEAR: FY 2024
To: The Schools Division Superintendent Schools Division of Bohol DepEd - Region VII 070010807001			Region : <u>7</u>
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	383,250.00
AMOUNT IN WORDS: <i>*** Three Hundred Eighty Three Thousand Two Hundred Fifty Pesos Only ***</i>			Total: <u>383,250.00</u>
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:

ANNALYN M. SEVILLA
Undersecretary for Finance