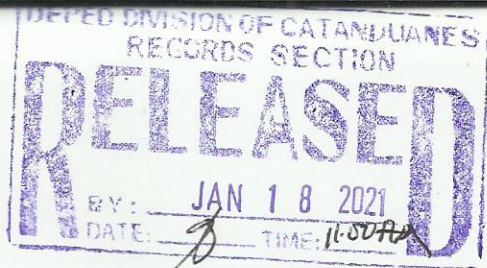




Republic of the Philippines
Department of Education
 Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



January 18, 2021

DIVISION MEMORANDUM
 OSDS-FIN-DM- 026 S. 2021

SCHOOL MOOE ALLOCATION FY 2021

To: **School Head/Teacher-In-Charge
 Elementary and Secondary Schools (Non-Implementing Units)**

1. With the approval of FY 2021 General Appropriations Act (GAA), Republic Act No. 11518 last December 28, 2020, this office authorizes schools to incur obligations covering actual requirements of Maintenance and Other Operating Expenses (MOOE) for January to December 2021.
2. Attached to this division memorandum are the following:
 - Annex 1- Operation of Schools --- Elementary (Kinder to Grade 6)
 - Annex 2- Operation of Schools --- Junior High School (Grade 7 to Grade 10)
 - Annex 3- Operation of Schools --- Senior High School (Grade 11 to Grade 12)
3. Schools receiving monthly MOOE of **Php 20,000 and below**, they will be provided through cash advance an equivalent of their three (3) months operating requirements. For **Php 20,000 above**, three (3) month cash advances will be downloaded in two (2) tranches.
4. For initial cash advance, the following documents must be submitted to the Accounting Section:
 - Annual Implementation Plan (AIP) } 3 hard copies and 1 soft copy
 - Project Procurement Management Plan (PPMP) }
 - Annual Procurement Plan (APP) }
 - Annual School Operating Budget }
 - Photocopy of Fidelity Bond } 2 hard copies
 - Specimen signature (BAC Members, Finance Officer, Property Custodian, School Head/Teacher-in-charge and Inspectorate Team)
 - Assignment Order (new appointed School Head/Teacher-in-Charge) } 2 hard copies
 - Letter Request approved by Accountant } 1 hard copy
 - Obligation Request and Status (ORS) } 3 hard copies
 - School Operating Budget (SOB) } 1 hard copy
 - Disbursement Voucher (DV) } 4 hard copies
5. For your guidance, information and compliance.

DANILO E. DESPI
 Schools Division Superintendent

Encl.: As stated

References:

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

**General Appropriations Act
 Operation of Schools**

OSDS-FIN-DM/acctnt

REC-DM-2021-00026