



DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos-Guingona St., City of Malaybalay



July 30, 2014

DIVISION MEMORANDUM

No. 221, s. 2014

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DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 7/31/14 Time: 11:31 AM
By: [Signature]

To: Public Schools District Supervisors
Elementary and Secondary Public School Administrators
All Personnel Concerned
This Division

SUBJECT: **REVISED GUIDELINES ON THE RELEASE OF SCHOOL MOOE FOR
NON-IMPLEMENTING UNITS**


In line with the implementation of the Expanded Modified Direct Payment Scheme (ExMDPS), this Division promulgates the following guidelines to ensure smooth implementation and transition to disbursement thru checks in the School Level:

- A. Creation and Maintenance of Current Account of Schools
 1. Current accounts bearing the name of the Schools shall be created to facilitate the downloading of School MOOE with a maintaining balance of Two Thousand Pesos only (P2,000.00).
 2. Authorized signatories of checks shall be applied for at the Development Bank of the Philippines. The main signatory shall be the School Head and the co-signatory shall be a Teacher holding a permanent position, preferably not a member of the Bids and Awards Committee.
 3. The initial deposit in the amount of Ten Thousand Pesos only (P10,000.00) per school shall be transferred directly to the newly created accounts.
 4. Any bank service charge and penalty shall be borne by the accountable officer.
 5. Bank Reconciliation Statement shall be prepared by the assigned Bookkeepers on monthly basis
- B. Application and Renewal of Fidelity Bond
 1. Authorized signatories and counter signatories in the issuance of checks must apply for Fidelity Bond.
 2. The amount of bond shall depend on the total accountability on cash, property and accountable forms as determined by the Schools Division Superintendent.
 3. Original copy of the Confirmation Letter must be submitted to the Accounting Section.
 4. The fidelity bond of an accountable officer must be renewed one (1) month before the expiration of the bond.
- C. Liquidation of School MOOE
 1. The liquidation must be submitted for checking by their respective Bookkeepers on scheduled dates.
 2. Accountable Officers must be present during checking to address immediate concerns.
 3. After checking, the liquidation documents shall be stamped received by the Receiving Section.
 4. Once received, the liquidation documents shall be forwarded to the Accounting Section for posting to the Subsidiary Ledger and preparation of Journal Entry Voucher (JEV).

- After which, these documents shall be forwarded to the Commission on Audit for the final post-audit procedures.
5. Schools shall be informed of any audit findings through the issuance of Notice of Suspension/Disallowance/Charges by the Commission on Audit.
- D. Processing and Release of School MOOE
1. Accountable officers shall submit Disbursement Voucher, Obligation Request and Letter Request in two (2) copies upon liquidation to at least 75% of the previous cash advance.
 2. School MOOE shall be released in not to exceed the three (3) month funding requirements of schools upon receipt of liquidation to at least 75% of the previous cash advance.
 3. It shall be downloaded to the Current Account of Schools and shall be treated as a cash advance of the School Head or Disbursing Officer.
 4. A Notice of Fund Release (NFR) shall be issued to the Schools upon the release of MOOE and shall be posted at the Division Office bulletin board.
- E. Withholding Tax
1. Payments to suppliers/payees shall be deducted with the prescribed Withholding Tax (WHT) through the issuance of BIR Form 2306 and/or BIR Form 2307.
 2. BIR Forms 2306 and 2307 shall be prepared by the School concerned bearing the TIN of DepEd Malaybalay City Division.
 3. These shall be forwarded to the Accounting Section for verification and shall be signed by the Division Accountant.
 4. The signed BIR Forms shall be given by the School to the supplier/payee upon payment.
 5. All taxes withheld for the month shall be remitted by the Accounting Section through Tax Remittance Advice (TRA) on the 10th day of the following month at the Bureau of Internal Revenue. Hence, schools shall not prepare checks for the remittance of WHT.
- F. Transfer of School Assignment
1. Before a transfer can effect, all unliquidated cash advance of the outgoing School Head shall be withdrawn and refunded excluding the amount allotted for the maintaining balance.
 2. The incoming School Head shall apply at the Development Bank of the Philippines (DBP) as an authorized signatory in the newly assigned school.

All Division Memoranda inconsistent herewith are hereby modified accordingly.

For compliance.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent

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Commission on Audit