



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
Casisang, City of Malaybalay



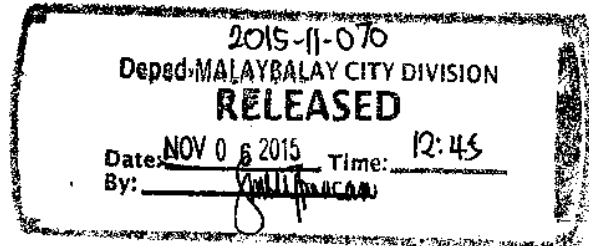
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November 5, 2015

**DIVISION MEMORANDUM**


NO. 444, s. 2015

TO: Elementary and Secondary School Heads  
This Division



Re: **SUBMISSION OF REALIGNMENT ADVICE FORM UNDER THE GUIDELINES  
IN THE REALIGNMENT OF FUNDS UNDER THE FY 2015 GENERAL  
APPROPRIATIONS ACT (GAA)**

1. Pursuant to National Budget Circular No. 559 of the Department of Budget and Management dated June 26, 2015, all school heads who find the need to realign available allotments from mandatory expenditures under the Maintenance and Other Operating Expenses (MOOE) for **FY 2015** are enjoined to submit Realignment Advice Form (RAF) on or before **November 16, 2015**.
2. The said document will be consolidated in the Division Office and a consolidated RAF will be submitted to higher offices for approval. Schools that will not submit on the said date are deemed to proceed with the expenditures set in the National Expenditure Program (NEP) FY 2015, hence, there is no need for realignment.
3. Enclosed herewith is the template of the said form which is likewise downloadable in the division website.
4. For guidance and compliance.

  
EDILBERTO L. OPLENARIA  
OIC-Schools Division Superintendent

Copy furnished: Records Section

ELO/sylm

Department of Education  
 Agency/ Operating Unit Division of Malaybalay City  
 School:

REALIGNMENT ADVICE FORM (RAF) NO. \_\_\_\_\_

Dated : \_\_\_\_\_

Funding Source : Regular Agency Fund- General Fund- New General Appropriations- Specific Budgets  
 of National Government Agencies

Legal Basis : RA 10651 Regular 2015 CURRENT

DEFICIENT ITEMS (TO) : Traveling Expenses

PROGRAMS/ PROJECTS/ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
100010000	General Administration and Support - General Management and Supervision, Division Office	MOOE	(50201010) Traveling Expenses	90,000.00
Total :				90,000.00


SOURCE ITEMS (FROM) : Office Supplies Expenses

PROGRAMS/ PROJECTS/ACTIVITIES	RESPONSIBILITY CENTER	ALLOTMENT CLASS	OBJECT OF EXPENDITURES	AMOUNT
100010000	General Administration and Support - General Management and Supervision, Division Office	MOOE	(50203010) Office Supplies Expenses	90,000.00
Total :				90,000.00

Prepared by:

School Head

Recommending Approval:

  
 EDILBERTO L. OPLENARIA, CESO VI  
 OIC-Schools Division Superintendent

APPROVED:

BR. ARMIN A. LUISTRO, FSC  
 Secretary