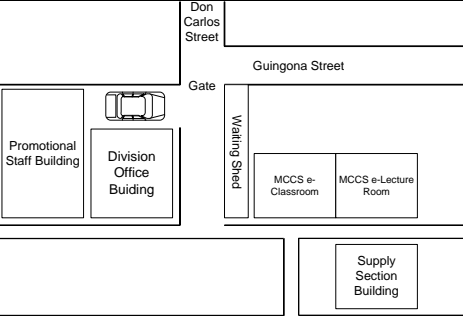
	Processing of MOOE Subsidy			
	Department	Department of Education		
	Division	Division of Malaybalay City		
	Department Head	Edilberto L. Oplenaria		
	Contact No's	(088) 813-2894 / 221-4597		
SERVICE DESCRIPTION				
MOOE Subsidy is downloaded to the schools and districts through the School Heads and Public Schools District Supervisors as the case maybe on a monthly basis with the condition that the MOOE Subsidy of the preceding month has been liquidated.			Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City	

CLIENT GROUP	School Heads and Public Schools District Supervisors
SERVICE SCHEDULE	Monday – Friday (8:00AM – 12:00 NN and 1:00PM – 5:00PM)
TOTAL PROCESSING TIME	50 minutes (under normal circumstances)
TOTAL FEES	None
REQUIREMENTS (in 3 copies)	Disbursement Voucher Obligation Request Letter Request

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits required supporting documents	Verifies completeness of supporting documents	10 mins.	Administrative Aide IV	None	None
2		Prints and attaches Subsidiary Ledger (SL) indicating liquidation of previous cash advance	10 mins.	Bookkeeper In-charge	None	None
3		Assigns control number to DV and ObR	5 mins.	Administrative Aide IV	None	None
4		Certifies availability of allotment and obligates for the purpose indicated	10 mins.	Budget Officer-Designate	None	None
5		Certifies availability of cash and completeness of supporting documents	10 mins.	Accountant II	None	None
6		Forwards Disbursement Voucher (DV) and other supporting documents to the Schools Division Superintendent for approval	5 mins.	Administrative Aide IV	None	None

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)