



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



023
DepEd MALAYBALAY CITY DIVISION
RELEASED

February 4, 2014

DIVISION MEMORANDUM
No. 53, s. 2014

Date: 2/5/14 Time: 8:11 AM
By: Aray 112

To: Elementary and Secondary Public School Administrators (Non-Implementing Units)


SUBJECT: **SUBMISSION OF SCHOOL OPERATING BUDGET (SOB) for CY 2014**

You are hereby directed to submit the School Operating Budget (SOB) for CY 2014 using the revised format in consonance to the Unified Account Code Structure (UACS) per COA, DBM AND DOF Joint Circular No. 2013-1 dated August 6, 2013. It shall be submitted to the Accounting Section, Attention: Rhysa Cyle C. Rosalejos, Accountant II, on or before February 10, 2014.

Furthermore, the expenditures included in the School Operating Budget (SOB) for CY 2014 will also serve as a basis in the preparation of Budget Proposal (BP) 201 – Proposed Program, FY 2015.

Enclosed is the revised form for your reference.

Compliance is hereby enjoined.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent

Encls.: As stated

Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

SCHOOL OPERATING BUDGET
For Calendar Year 2014

School: _____
District: _____

<u>Account Title</u>	<u>UACS Account Code</u>	<u>Amount</u>
Traveling Expenses - Local	5-02-01-010-00	
School Monitoring and Evaluation		
Attendance to Trainings and Seminars		
Training Expenses	5-02-02-010-00	
Gender and Development (5%)		
In Service Trainings		
Office Supplies Expenses	5-02-03-010-00	
Drugs and Medicines Expenses	5-02-03-070-00	
Fuel, Oil and Lubricants Expenses	5-02-03-090-00	
Other Supplies Expenses	5-02-03-990-00	
Water Expenses	5-02-04-010-00	
Electricity Expenses	5-02-04-020-00	
Postage and Courier Services	5-02-05-010-00	
Telephone Expenses/Communication	5-02-05-020-00	
Internet Expenses	5-02-05-030-00	
Security Services	5-02-12-030-00	
Repairs and Maintenance-School Buildings	5-02-13-040-02	
Repairs and Maintenance- Office Equipment	5-02-13-050-02	
Repairs and Maintenance- ICT Equipment	5-02-13-050-03	
Repairs and Maintenance- Motor Vehicles	5-02-13-060-01	
Repairs and Maintenance - Furniture and Fixtures	5-02-13-070-00	
Fidelity Bond Premiums	5-02-15-020-00	
Printing and Publication Expenses	5-02-99-020-00	
Subscriptions Expenses	5-02-99-070-00	
Other Maintenance and Operating Expenses <i>(please specify)</i>	5-02-99-990-00	
Total		_____

Prepared by:

School Head

Certified Availability of Funds:

RHYSA CYLE C. ROSALEJOS, CPA
Accountant II

Approved by:

EDILBERTO L. OPLENARIA
OIC-Schools Division Superintendent