



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



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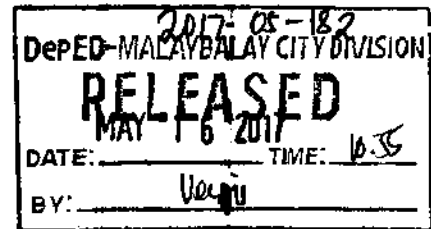
Website: www.depedmalaybalay.net

May 15, 2017

MEMORANDUM

TO: The School Head


Bangcud National High School
Bukidnon National High School
Managok National High School
San Martin Agro-Industrial High School
Silae National High School
Malaybalay City National Science High School
St. Peter National High School
Casisang National High School
Kalasungay National High School
Malaybalay City National High School
Managok National High School-Lalawan Annex
Bukidnon National High School-Imbayao Annex
Bukidnon National High School-Dalwangan Annex
Canayan Integrated School
Busdi Integrated School
This Division



Re: **GUIDELINES ON THE RELEASE AND UTILIZATION OF MOOE FOR SENIOR HIGH SCHOOLS**

1. Per DepEd Order No. 22, s. 2017 dated April 20, 2017, you are hereby informed of the allotment for Maintenance and Other Operating Expenses (MOOE) as follows:
 - a. Bangcud National High School – P 896,000.00
 - b. Bukidnon National High School – P 3,326,000.00
 - c. Managok National High School – P 302,000.00
 - d. San Martin Agro-Industrial High School – P 354,000.00
 - e. Silae National High School – P 182,000.00
 - f. Malaybalay City National Science High School – P 653,000.00
 - g. St. Peter National High School – P 127,000.00
 - h. Casisang National High School – P 149,000.00
 - i. Kalasungay National High School – P 97,000.00
 - j. Malaybalay City National High School – P 185,000.00
 - k. Managok National High School-Lalawan Annex – P 156,000.00
 - l. Bukidnon National High School-Imbayao Annex – P 42,000.00
 - m. Bukidnon National High School-Dalwangan Annex – P 169,000.00
 - n. Canayan Integrated School – P 208,000.00
 - o. Busdi Integrated School – P 68,000.00

2. The budget for SHS MOOE was computed based on a per capita cost derived from the rationalized formula for school MOOE applied to Junior High Schools in 2017, and on the estimated enrolment based on the data on actual enrollment for School Year 2016-2017 on the Learner Information System (LIS) as of October 2016.
3. All concerned shall:
 - a. Prepare and update its monthly physical and financial plan, mindful of adjustments that may arise given actual number of students who will enroll in SY2017-2018;
 - b. Ensure that its accountable officers have duly applied for bonding with the Bureau of Treasury, Fidelity Bond Division;
 - c. Draw cash advance from its supervising/directing SDO for its MOOE requirements;
 - d. Submit to the SDO on or before the 5th day of the following month the original copy of the Cash Disbursement Register (CDR), the paid Disbursement Vouchers (DVs) and all supporting documents which shall serve as liquidation report. Subsequent cash advances shall be granted only upon receipt of the CDR equivalent to at least 75% of the previous cash advance. It is reiterated, however, that any remaining cash advance at the end of the year must be liquidated in full and unexpected balances refunded; and
 - e. Disburse funds in accordance with the existing budgeting, accounting, procurement, and auditing rules and regulations.
4. The following documents are required in order to facilitate the release of your cash advance for this purpose, to wit:
 - a. Liquidation of previous years' School MOOE
 - b. Annual Procurement Plan
 - c. Project Procurement Management Plan
 - d. Work and Financial Plan
 - e. Breakdown by object of expenditure
 - f. Letter Request
5. For information, guidance and compliance.


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

Copy furnished: Records Section, Budget Section, Accounting Section
TO BE POSTED IN THE WEBSITE
ELO/sylm