



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

2023-6975

PM 2023-03-08
DIVISION OF MALAYBALAY CITY
RELEASED
DATE: 3/13/23 Time: 2:16
BY:

March 13, 2023

DIVISION MEMORANDUM
NO. 085, s. 2023

TO: Chief Education Supervisor and Staff, Curriculum Implementation Division
Chief Education Supervisor and Staff, Schools Governance and Operations Division
Section/Unit Heads
Elementary and Secondary School Heads, Teachers and Staff
This Division

FROM:
VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

**Re: CALL FOR REQUESTS NEEDING ADDITIONAL MAINTENANCE
AND OTHER OPERATING EXPENSES (MOOE) FUNDS**

1. Pursuant to Memorandum OUF-2023-0139 dated March 8, 2023 which serves as a call for proposals for additional MOOE, all schools are directed to submit the following:
 - a. Letter Request
 - b. Budget proposal indicating the concept note, deliverables, outputs and reasons of inadequacy of MOOE
 - c. Computation on the requested amount (budget matrix)
 - d. Computation of existing MOOE and proof of utilization (Obligation Forecast – see attached template)
2. In order to fast track submission, all documents must be uploaded via <https://forms.gle/t8RpkShfYh6fbsN4A> and hard copies must no longer be submitted. The link will close on Wednesday, March 15, 2023 at 12:00 p.m.
3. Queries relative to this may be relayed to Budget Services of this Office at 09175294358.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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Republic of the Philippines
 Department of Education
 Region X
 School Name:
 District:
OBLIGATION FORECAST

Object of Expenditure	FY 2023							
	Annual Allocation	Actual Expenses	Estimated Expenses			Total	Surplus/Deficit	
			Jan-Feb	March	Q2 Apr-Jun			Q3 Jul-Sep
Travelling Expenses							-	-
Training Expenses							-	-
Supplies and Materials Expenses							-	-
Utility Expenses							-	-
Communication Expenses							-	-
Survey Expenses							-	-
General Services Expenses							-	-
Repair and Maintenance Expenses							-	-
Insurance Expenses							-	-
Labor and Wages							-	-
Other MOOE							-	-
TOTAL	-	-	-	-	-	-	-	-

Prepared by:

Submitted by:



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2023-0139

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

FROM : ANNALYN M. SEVILLA
Undersecretary

Digitally signed by
Sessita Annalyn
Macalit
Date: 2023.03.08
14:23:50 +0800

SUBJECT : CALL FOR REQUESTS NEEDING ADDITIONAL MAINTENANCE AND
OTHER OPERATING EXPENSE (MOOE) FUNDS

DATE : MARCH 8, 2023

Following the announcement during the recent Management Committee Meeting on March 6, 2023, this Memorandum serves as a call for proposals addressed to Vice President and Secretary Sara Z. Duterte, through this Office, from the Regional Director¹, for additional MOOE, provided that:

1. The request provides a concept note with corresponding specific deliverables and outputs, supporting documents and computation on costing, and the computation of existing MOOE and proof of utilization of the Office, or reasons as to the inadequacy of the MOOE;
2. The request will be obligated, implemented, accepted, and paid until December 31, 2023; and
3. The request is compliant with the provisions of existing policies thereof and is subject to existing rules and regulations on budgeting, accounting, and auditing.

All requests shall be reviewed and evaluated by the Central Office – Budget Division and will be subject to the availability of funds.

Thank you.

Cc: **Vice President and Secretary Sara Z. Duterte**
Director Ann Marie C. Calagit, Finance Service
Ms. Cholet F. Tiong, Chief, Budget Division

¹The Schools Division Superintendents' requests shall be evaluated, endorsed, and consolidated at the Regional level