



March 5, 2020

DIVISION MEMORANDUM

No. 72, s. 2020

**REPORT ON FY 2019 MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)
SAVINGS INTENDED FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE**

TO: Public Schools District Supervisors
Secondary School Heads (Implementing Units)
All Others Concerned

1. In reference to Regional Memo No. 82 s., 2020 Re: Report on FY 2019 MOOE Savings intended for Collective Negotiation Agreement (CNA) Incentive, please submit the report with the following format:

Account Name	Amount
a. Advertising Expenses	
b. Communication Expenses	
c. Printing and Publication Expenses	
d. Repairs and Maintenance	
e. Subscription Expenses	
f. Supplies and Materials Expenses	
g. Transportation & Delivery Expenses	
h. Travelling Expenses	
i. Utility Expenses	

2. If there are no savings, please attach certification.
3. Submission is on/before March 9, 2020 to Miss Raylin A. Granzo, ADAS III/Budget.
4. For widest dissemination and strict compliance.


PORTIA M. MALLORCA, CESO V
Schools Division Superintendent

