



Department of Education  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY  
Tayum St., Barangay 8, Kabankalan City, Negros Occidental  
Tel. No. (034) 471-2003 • (034) 471-2454



November 18, 2019

DIVISION MEMORANDUM

No. 266, s. 2019

**SUBMISSION OF ANNUAL PROCUREMENT PLAN (APP) & MONTHLY CASH PROGRAM (MCP) OF ADDITIONAL ALLOCATION FOR MAINTENANCE AND OTHER OPERATING EXPENSES FOR SELECTED PUBLIC JUNIOR HIGH SCHOOL & SENIOR HIGH SCHOOL FOR FY 2019**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Selected Junior High School - School Heads  
Selected Senior High School - School Heads  
All Concerned

1. Relative to Sub-Allotment Release Order Numbers OSEC-6-19-5404 and OSEC-6-19-5389 received by the Budget Office, this Division announces the submission of Annual Procurement Plan (APP) & Monthly Cash Program (MCP) Of Additional Allocation for Maintenance And Other Operating Expenses for Selected Public Junior High School & Senior High School that are found in Enclosure 1.
2. Selected school heads are required to submit their Annual Procurement Plan (APP) and Monthly Cash Program (MCP) of Additional Allocation for Maintenance and Other Operating Expenses for FY 2019 using the prescribed templates that are found in Enclosures 2 and 3.
3. The APP and MCP are to be submitted in **hard copy** on or before **December 5, 2019** to the Budget Section, this Office: Mrs. Lyn Rose E. Otea, Budget Officer.
4. For widest dissemination.

  
**PORTIA M. MALLORCA, Ph.D, CESO V**  
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 266 s. 2019

DEPARTMENT OF EDUCATION - OFFICE OF THE SECRETARY					Annex C
ADDITIONAL MOOE FOR PUBLIC SENIOR HIGH SCHOOLS, FY 2019					
(Amount in Pesos)					
REGION	DIVISION	SCHOOL ID	SCHOOL NAME	MUNICIPALITY NAME	MOOE
Region VI	Kabankalan City	302785	Kabankalan NHS	CITY OF KABANKALAN	139,000
	Kabankalan City Total				139,000

DEPARTMENT OF EDUCATION - OFFICE OF THE SECRETARY					Annex B
ADDITIONAL MOOE FOR PUBLIC JUNIOR HIGH SCHOOLS, FY 2019					
(Amount in Pesos)					
REGION	DIVISION	SCHOOL ID	SCHOOL NAME	MUNICIPALITY NAME	MOOE
Region VI	Kabankalan City	302785	Bartayan National High School	CITY OF KABANKALAN	83,000
Region VI	Kabankalan City	302793	Florentino Galang Jr. NHS	CITY OF KABANKALAN	145,000
Region VI	Kabankalan City	302797	Tabugon NHS	CITY OF KABANKALAN	86,000
Region VI	Kabankalan City	302800	Tampalan NHS	CITY OF KABANKALAN	45,000
Region VI	Kabankalan City	302801	Tapu National High School	CITY OF KABANKALAN	95,000
Region VI	Kabankalan City	500589	Hinapunan Integrated School	CITY OF KABANKALAN	38,000
	Kabankalan City Total				502,000

2019. s. 2019



Republic of the Philippines  
Region VI-Western Visayas

DIVISION OF KABANKALAN CITY

Tayum St., Brgy. 8, Kabankalan City, Negros Occidental

Tel. No. 4712-003      Telefax No. 4712-003      Email: kabarkalen.city001@depdep.gov.ph

NAME OF SCHOOL

ADDRESS OF SCHOOL

NAME OF DISTRICT

## ANNUAL PROCUREMENT PLAN (APP) CY 2020

[illegible]

Prepared by:

NAME OF PRINCIPAL\*

• *designation* •

### Recommending Approval

PETER J. GALINBA

*OTC-451 Schools Division Superintendent*

Approved:

PORTIA M. MALLORCA, Ph.D., CESO V

Schools Division Superintendent



Department of Education  
REGION VI - WESTERN VISAYAS  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY  
Tayum St., Barangay 8, Kabankalan City, Negros Occidental  
(DISTRICT) \*center, in capital letters & bold  
(NAME OF SCHOOL) \*center, in capital letters & bold



**PORTIA M. MALLORCA, Ph. D, CESO V**  
Schools Division Superintendent  
Division of Kabankalan City

Ma'am,

May I respectfully request for the release of \*amount in words\* (amount in numbers) School MOOE Budget for the Month of January 2020.

Below are the details of the School's MCP for the month of JANUARY 2020.

MONTHLY CASH PROGRAM			
PROGRAMS/PROJECTS/ACTIVITIES	AMOUNT	TOTAL	REMARKS
a. Supplies and Materials (solely for office supplies and materials)	xxxx	xxxx	
b. Other Supplies and Materials (including tarps, photocopies/reproduction of test papers, etc)	xxxx	xxxx	
c. Repairs and Maintenance (materials and labor for repair, specify the repair, must be implemented jan-may only)	xxxx	xxxx	
d. General Services (including clerk, utility, security, and watchman, don't itemized)	xxxx	xxxx	
e. Other Operating Expenses			
1. Travelling	xxxx		
2. Training (includes registration of seminars attended, INSET (summer/midyear)	xxxx		
3. Water	xxxx		
4. Electricity	xxxx		
5. Mobile	xxxx		
6. Telephone	xxxx		
7. Internet	xxxx		
8. Fidelity	xxxx	xxxx	
<b>Total</b>		xxxx	

Prepared by:

Noted by:

\*name of principal\*  
\*designation\*

\*name of PTA/SGC Pres\*  
\*designation\*

\*name of Teachers League Pres\*  
\*designation\*

Certify Allotment Availability:

Recommending Approval:

**LYN ROSE E. OTEA**  
Budget Officer III

\*name of PSDS\*  
\*designation\*

Approved by:

**PORTIA M. MALLORCA, Ph.D, CESO V**  
Schools Division Superintendent