



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM  
No. 138, s. 2022

APR 20 2022

**ADDITIONAL SCHOOL MAINTENANCE AND OTHER OPERATING  
EXPENSES (MOOE) FOR JUNIOR AND SENIOR HIGH SCHOOLS**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Secondary School Heads  
All Others Concerned

1. The additional allotment is supplemental to adjust and correct the MOOE allocation of schools provided under the GAA FY 2022 which were comprehensively released to schools. These adjustments / corrections were the results of the updating of the actual numbers of enrolment for SY 2021-2022 generated from the Learners Information System (LIS) as of January 2022.
2. A list of additional MOOE is attached to this Memo.
3. In view thereof, please submit Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP) and Monthly Cash Program (MCP) **on or before May 5, 2022 to the Budget Office**. Please see attached format.
4. For widest dissemination and compliance.

  
**NICASIO S. FRIO, CESO VI**  
Asst. Schools Division Superintendent  
Officer – In - Charge





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SCHOOLS DIVISION OF KABANKALAN CITY

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**LIST OF ADDITIONAL SCHOOL MOOE CY 2022**

**A. Junior High School**

<b>School</b>	<b>Amount</b>
1. Kabankalan NHS	10,000.00
2. Magballo NHS	42,000.00
3. Bula NHS	120,000.00
4. Camingawan NHS	179,000.00
5. Tabugon Farm School	68,000.00
<b>Total</b>	<b>419,000.00</b>

**B. Senior High School**

<b>School</b>	<b>Amount</b>
1. Carol-an NHS	33,000.00
2. Kabankalan NHS	104,000.00
3. Tagukon NHS	18,000.00
4. Talubangi NHS	31,000.00
5. Magballo NHS	17,000.00
6. Tan-awan NHS	35,000.00
<b>Total</b>	<b>238,000.00</b>





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**



**NICASIO S. FRIO, CESO VI**  
Schools Division Superintendent  
Officer – In - Charge  
Division of Kabankalan City

Sir,

May I respectfully request for the release of **\*amount in words\* (amount in numbers)** School MOOE Budget for the Month of \_\_\_\_\_ **2022**.

Below are the details of the School's MCP for the month of \_\_\_\_\_ **2022**.

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)	xxxx	xxxx	
d.. Other 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 school head\*  
\*designation\*

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

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

Certify Allotment Availability:

Cash Availability:

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

**MERALIE MAE B. GUALDRAPA, CPA, MBA**  
Accountant III

Recommending Approval:

Approved:

name  
PSDS

**NICASIO S. FRIO, CESO VI**  
OIC – Schools Division Superintendent



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: kabankalan.city001@deped.gov.ph

NAME OF SCHOOL

ADDRESS OF SCHOOL

NAME OF DISTRICT

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) CY 2022**  
(for Additional MOOE)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES												TOTAL
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	MOOE															
<b>Item A.</b>	<b>Travelling Expenses</b>															
A.1	Travel Expenses-Local															
<b>Item B.</b>	<b>Training</b>															
B.1	Training and Seminar															
<b>Item C.</b>	<b>Supplies and Materials Expenses</b>															
C.1	Common-Use Supplies and Equipment															
C.2	Fuel Expense															
C.3	Other Supplies and Materials															
<b>Item D.</b>	<b>Utilities Expense</b>															
D.1	Water Supply															
D.2	Electricity															
<b>Item E.</b>	<b>Communication Expenses</b>															
E.1	Mobile Loads															
E.2	Landline															
E.3	Internet Subscriptions															
E.4	Cable Subscriptions															
<b>Item F.</b>	<b>Repairs and Maintenance</b>															
F.1	Building															
<b>Item G.</b>	<b>Fidelity Bond</b>															
G.1	Fidelity Bond															
<b>Item H.</b>	<b>General Services</b>															
H.1	Other General Services															
	<b>TOTAL</b>															

\* Note: Amount per month must tally with APP.

Prepared by:

Reviewed:

Certified Funds Available:

Recommending Approval:

Approved:

Name of Principal  
\*designation\*

Name of PSDS  
\*designation\*

LYN ROSE E. OTEA  
Budget Officer III

LEA C. BELLEZA EdD  
OIC - Asst. Schools Division Superintendent

NICASIO S. FRIO CESO VI  
OIC - Schools Division Superintendent



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

Tel. No. 4712-003 Telefax No.:4712-003 Email: kabankalan.city001@deped.gov.ph

*NAME OF SCHOOL*

*ADDRESS OF SCHOOL*

*NAME OF DISTRICT*

**ANNUAL PROCUREMENT PLAN (APP) CY 2022**

*For Additional MOOE*

COMMODITY NOMENCLATURE PROGRAM	Unit Price	Total Quantity	Total Amount	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
				January	Feb.	March	April	May	June	July	August	Sept	Oct	Nov.	Dec.
<b>Sub-Total</b>															
<b>TOTAL</b>															

\* Note: Amount per month must tally with PPMP.

Prepared by:

Reviewed:

Certified Funds Available:

Recommending Approval:

Approved:

Name of Principal  
\*designation\*

Name of PSDS  
\*designation\*

LYN ROSE E. OTEA  
Budget Officer III

LEA C. BELLEZA EdD  
OIC - Asst. Schools Division  
Superintendent

NICASIO S. FRIO CESO VI  
OIC - Schools Division  
Superintendent