



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

DIVISION MEMORANDUM

No. 361, s.2023

SEP 22 2023

**SUBMISSION OF THE FY 2024 SCHOOL MONTHLY EXPENDITURE MATRIX,
WORK AND FINANCIAL PLAN, AND ANNUAL PROCUREMENT PLAN**

TO: OIC - Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In order to ensure the alignment of the schools' plans and budget and to establish a strong linkage between the plans, the budget, and the procurement process, all School Heads of public elementary and secondary schools, both IUs and Non-IUs, are directed to submit the following based on their respective FY 2024 annual MOOE allotments to the Budget Office, this SDO, **on or before 29 September 2023**:
 - a. 2024 Monthly Expenditure Matrix;
 - b. 2024 Work and Financial Plan;
 - c. 2024 Annual Procurement Plan; and
 - d. 2024 Annual MOOE Allotment allocated per line item or object of expenditure.
2. It is expected that the 2024 Work and Financial Plan of each school is reflective of the programs, projects, and activities indicated in its School Improvement Plan.
3. In the preparation of the abovementioned documents, the School Heads are advised to use the templates provided during the Financial Management Training conducted last 13-15 September 2023.
4. The conduct of the presentation and appraisal of abovementioned documents is scheduled in October 2023 and the specific dates and venue shall be announced in a separate memorandum.
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACQYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent