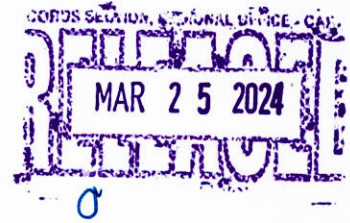




Republic of the Philippines
Department of Education
CARAGA REGION



March 19, 2024

REGIONAL MEMORANDUM

No. 0178, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEF ADMINISTRATIVE OFFICER-FINANCE DIVISION
REGIONAL ACCOUNTANTS
REGIONAL BUDGET OFFICERS
DIVISION ACCOUNTANTS
DIVISION BUDGET OFFICERS
This Region

CREATION OF REGION AND DIVISION SCHOOL MAINTENANCE AND OTHER
OPERATING EXPENSES (MOOE) DOWNLOADING MONITORS

1. One of the most effective instruments for advancing and bolstering accountability and management at the school level is the budget. This is the reason the Department of Education (DepEd), in addition to curriculum changes and capacity-building initiatives, is providing schools with additional tools to help them help students achieve better.
2. DepEd Order No. 008, s. 2019 entitled "Revised Implementing Guidelines on the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses Allocation of Schools, Including Other Funds Managed by Schools", was issued to provide mechanisms, procedures, and standards for the release, utilization, liquidation, monitoring, and reporting of School MOOE of all public elementary and secondary schools nationwide, including other funds managed by the schools. It also defines the roles and responsibilities of each level of governance in managing school MOOE and other school funds to ensure the timely and optimal use of school resources.
3. Anent to this, the following components of the school MOOE downloading monitors are hereby created:

Regional Office

- a. Accountant
- b. Budget Officer

Division Office

- c. Accountant
- d. Budget Officer

School

- e. School Principal
- f. ADAS III/II



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2024-03-04853

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4. Below are the **modified templates** (attached) to be submitted monthly by the monitors:

Regional Office

- **Annex 3** – Consolidated Status of Downloading and Utilization of MOOE Allocation of Elementary and Non-IU Secondary Schools Including Schools Offering the Senior High School Program
- **Annex 3-1** – Consolidated Status of Fund Utilization of MOOE Allocations of IU Secondary Schools Including Schools Offering the Senior High School Program
- **Annex 3-2** – Consolidated Status of Downloading and Utilization of MOOE Allocations of Secondary Schools Including Schools Offering the Senior High School Program

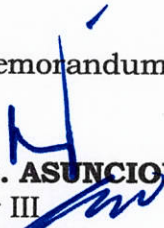
Division Office

- **Annex 2** -Status of Downloading and Utilization of MOOE of Elementary and Non-IU Secondary Schools (Thru Cash Advance) Including Schools Offering Senior High School Program
- **Annex 2-1** -Status of Fund Utilization of MOOE Allocation of IU Secondary Schools Including Schools Offering Senior High School Program

School

- **Appendix 43** -Cash Disbursements Register

5. For immediate dissemination and compliance of this memorandum.


MARIA INES C. ASUNCION
Director III
Office in-Charge
Office of the Regional Director

Encls.: as stated
Reference: DepEd Order 008, s. 2019
To be indicated in the Perpetual Index
under the following subjects:

DOWNLOADING MONITORS REPORTS SCHOOL MOOE

FD/enn
03/19/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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DEPARTMENT OF EDUCATION
CONSOLIDATED STATUS OF DOWNLOADING AND UTILIZATION OF MOOE ALLOCATIONS OF ELEMENTARY AND NON-IU SECONDARY SCHOOLS INCLUDING SCHOOLS OFFERING THE SENIOR HIGH SCHOOL PROGRAM
REGION XIII - CARAGA
AS OF

ANNEX 3

SCHOOLS DIVISION OFFICES	TOTAL ALLOTMENT RECEIVED				TOTAL AMOUNT OF SCHOOL MOOE DOWNLOADED				TOTAL AMOUNT OF CASH ADVANCES LIQUIDATED				PERCENTAGE OF LIQUIDATION OVER AMOUNT				BALANCE
	ELEMENTARY	SECONDARY	SHS	TOTAL	ELEMENTARY	SECONDARY	SHS	TOTAL	ELEMENTARY	SECONDARY	SHS	TOTAL	ELEMENTARY	SECONDARY	SHS	TOTAL	
1 Agusan del Norte				0.00				0.00				0.00				0.00	
2 Agusan del Sur				0.00				0.00				0.00				0.00	
3 Bayugan City				0.00				0.00				0.00				0.00	
4 Bislig City				0.00				0.00				0.00				0.00	
5 Butuan City				0.00				0.00				0.00				0.00	
6 Cabadbaran City				0.00				0.00				0.00				0.00	
7 Dinagat Islands				0.00				0.00				0.00				0.00	
8 Siargao Islands				0.00				0.00				0.00				0.00	
9 Surigao City				0.00				0.00				0.00				0.00	
10 Surigao del Norte				0.00				0.00				0.00				0.00	
11 Surigao del Sur				0.00				0.00				0.00				0.00	
12 Tandag City				0.00				0.00				0.00				0.00	
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Prepared by:

Certified Correct:

Noted by:

Designation

Designation

Regional Director

DEPARTMENT OF EDUCATION
CONSOLIDATED STATUS OF FUND UTILIZATION OF MOOE ALLOCATIONS OF IU SECONDARY SCHOOLS INCLUDING SCHOOLS OFFERING THE SENIOR HIGH SCHOOL PROGRAM
REGION XIII - CARAGA

ANNEX 3-1

SCHOOLS DIVISION OFFICES		TOTAL ALLOTMENT RECEIVED			TOTAL AMOUNT OBLIGATED			TOTAL AMOUNT DISBURSED			BALANCE
		ELEMENTARY	SECONDARY	TOTAL	ELEMENTARY	SECONDARY	TOTAL	ELEMENTARY	SECONDARY	TOTAL	
1	Agusan del Norte			0.00			0.00			0.00	
2	Agusan del Sur			0.00			0.00			0.00	
3	Bayugan City			0.00			0.00			0.00	
4	Bislig city			0.00			0.00			0.00	
5	Butuan City			0.00			0.00			0.00	
6	Cabadbaran City			0.00			0.00			0.00	
7	Dinagat Islands			0.00			0.00			0.00	
8	Siargao Islands			0.00			0.00			0.00	
9	Surigao City			0.00			0.00			0.00	
10	Surigao del Norte			0.00			0.00			0.00	
11	Surigao del Sur			0.00			0.00			0.00	
12	Tandag City			0.00			0.00			0.00	
TOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Prepared by:

Certified Correct:

Noted by:

Designation

Designation

Regional Director

DEPARTMENT OF EDUCATION
CONSOLIDATED STATUS OF DOWNLOADING AND UTILIZATION OF MOOE ALLOCATIONS OF SECONDARY SCHOOLS INCLUDING SCHOOLS OFFERING THE SENIOR HIGH SCHOOL PROGRAM
REGION XIII - CARAGA

SCHOOLS DIVISION OFFICES	NUMBER OF ELEMENTARY AND SECONDARY SCHOOLS					NO. OF SCHOOLS RECIPIENT OF MOOE DOWNLOADING			
	ELEMENTARY SCHOOLS	SECONDARY SCHOOLS			GRAND TOTAL	ELEMENTARY	SECONDARY	SHS	TOTAL
		IUs	NON-IUs	SHS					
1 Agusan del Norte					0				0
2 Agusan del Sur					0				0
3 Bayugan City					0				0
4 Bislig city					0				0
5 Butuan City					0				0
6 Cabadbaran City					0				0
7 Dinagat Islands					0				0
8 Siargao Islands					0				0
9 Surigao City					0				0
10 Surigao del Norte					0				0
11 Surigao del Sur					0				0
12 Tandag City					0				0
TOTAL	0	0	0	0	0	0	0	0	0

Prepared by:

Certified Correct:

Noted by:

Designation

Designation

Regional Director

Name of School and School ID					Total Allotment Received	Amount Download thru Cash Advance	Amount of Cash Advance Disbursed/Liquidated					Amount of Cash Advance Liquidated			% of Liquidation Over Amount Downloaded	Balance			Issues/Challenges Being Encountered								
No.	Mother School	School ID	Annex/ Extension School (if applicable)	School ID (if applicable)			Mother School		Annex/ Extension School		Total	Mother School	Annex/ Extension School	Total		Col A - Col B	Col B - Col C	Col B - Col D									
Elementary Schools					(Column A)	(Column B)	Amount		Nature of expenses		(Column C)	(Column D)		(Column E)													
1																											
2																											
3																											
4																											
5																											
Total																											
Secondary Schools (Non-lus)							Amount		Nature of expenses		(Column C)	(Column D)															
1																											
2																											
3																											
4																											
5																											
Total																											
Senior High School							Amount		Nature of expenses		(Column C)	(Column D)															
1																											
2																											
3																											
4																											
5																											
Total																											
Prepared by:																			Certified Correct:			Noted by:					
Designation																						Designation					

Name of School and School ID					Total Amount Disbursed										Balance		Issues / Challenges being encountered	
					Total Allotment Received	Total Amount Obligated	Mother School				Annex/ Extension School							Total
							Amount	Nature of expenses	Amount	Nature of expenses								
No.	Mother School	School ID	Annex/ Extension School (if applicable)	School ID (if applicable)	A	B	C				(A - B)	(B - C)						
Secondary Schools																		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
Grand Total																		

Certified Correct: _____

Certified Correct: _____

CASH DISBURSEMENTS REGISTER

Entity Name: _____

Sub-Office/District/Division: _____

Municipality/City/Province: _____

Fund Cluster: _____

Name of Accountable Officer: _____

Official Designation: _____

Station: _____

Register No.: _____

Sheet No.: _____

[illegible]