



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 30, 2020

DIVISION MEMORANDUM
NO. 188, s. 2020

To: OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All concerned

**SUBMISSION OF LIST OF MONTHLY MANDATORY EXPENSE ON SCHOOL
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)**

1. As we face new normal in our system of our education, **DepEd Order No. 15, s. 2020**, entitled *"Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation For Schools to Support the Implementation of Basic Education Learning Continuity Plan In Time of Covid-19 Pandemic"*, adjustments were made in the financial management policies, system and procedures, specifically in the allocation, use and monitoring and reporting of Maintenance and Other Operating Expenses (MOOE) of both the Implementing Unit (IU) and Non-Implementing Unit (Non-IU) schools.
2. Please be informed that this Office imposes the submission of Schools **Monthly Mandatory Expenses** (bills, utilities, JO and others). Deadline of submission is on **July 02, 2020** on respective SDO assigned Bookkeepers.
3. Enclosed on this Memorandum is the excel template to be used for the said requirement.
4. For further information, kindly contact the SDO Assigned Bookkeepers to your municipality/Extension Office Bookkeepers.



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"Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO"



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5. Immediate dissemination of this Memorandum is earnestly desired.

(SGD)ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JLM/ DM No. 188 s. 2020
BU-2293/ 06/30/2020



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