



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

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April 17, 2023

**DIVISION MEMORANDUM**

OSDS No. 50, s. 2023

**SCHOOL OPERATING BUDGET (SOB) FORMAT FOR MOOE DOWNLOADING**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
School Heads  
Section Heads  
Division – based Accounting, Budget & Supply personnel  
School – based non -teaching personnel  
This Division

1. To facilitate effectively and efficiently the downloading of Non -IUs Maintenance and Other Operating Expenses (MOOE), SDO Tacurong City issues a unified format of School Operating Budget (SOB) as one of the requirements in downloading School MOOE.
2. Attached is the School Operating Budget Format which to be used by the requesting school. **(Please see Annex A)**
3. School Operating Budget must be done monthly by the requesting school.
4. For the information, guidance, and compliance of all concerned.

  
**GILLO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Encl:  
Reference:  
Allotment: none  
To be included in the perpetual Index under  
MOOE

JGS/OSDS/DM/ SCHOOL OPERATING BUDGET (SOB) FORMAT FOR MOOE DOWNLOADING/ April 17, 2023



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
**Website:** [depedtacurong.org](http://depedtacurong.org)



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*Annex A: School Operating Budget (SOB) Format*



DEPARTMENT OF EDUCATION  
 Region XII – SOCKSAGREN  
**SCHOOLS DIVISION OF TACURONG CITY**  
 Tacurong City, Sultan Kudarat

**SCHOOL OPERATING BUDGET**  
**SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES**  
 For the Month of January 2023

School: **A.S BERNARDO MEMORIAL NATIONAL HIGH SCHOOL -JHS**  
 School I.D \_\_\_\_\_

OBJECT OF EXPENDITURE	UACS CODE	Program/Projects/Activities	Amount
<b>Traveling Expenses</b>			
Traveling Expenses - Local	5-02-01-010-00	Purchase of Monthly Travelling Expenses of Disbursing Officer	3,000.00
<b>Training and Scholarship Expenses</b>			
Training Expenses	5-02-020-10-02	Purchase of Materials for the GAD Training	4,000.00
<b>Supplies and Materials Expenses</b>			
ICT Office Supplies Expenses	5-02-030-10-01		
Office Supplies Expenses	5-02-030-10-02	Purchase of Office Supplies for Administrative Used	5,000.00
Accountable Forms Expenses	5-02-030-20-00	Purchase of 2 Checkbooks	1,020.00
<b>Total Supplies and Materials Expenses</b>			<b>6,020.00</b>
<b>Utility Expenses</b>			
Water Expenses	5-02-04-010-00	Payment of Water Consumption for the month of January 2023	
Electricity Expenses	5-02-04-020-00	Payment of Electricity Expense for the month of January 2023	
<b>Communication Expenses</b>			
Postage and Courier Services	5-02-05-010-00		
Telephone Expenses-Mobile	5-02-05-020-00	Purchase of Load Cards for the School Head	1,000.00
Telephone Expenses-Landline	5-02-05-020-02		
Internet Expenses	5-02-05-030-00	Payment of Internet for the month of January 2023	1,500.00
<b>Professional Services</b>			
Auditing Services	5-02-110-20-00		
<b>General Services</b>			
Janitorial Services	5-02-12-020-00	Payment of Janitorial Services for the month of January 2023	5,000.00
<b>Repairs and Maintenance</b>			
Repairs and Maintenance-Buildings and Other Structures			
Repairs and Maintenance- Building	5-02-13-040-01	Repair of the ceiling of Grade 10 - Newton	10,000.00
<b>Taxes, Insurance Premiums and Other Fees</b>			
Fidelity Bond Premiums	5-02-15-020-00	Payment of the Fidelity Bond of the School Head	2,000.00
<b>Other Maintenance and Operating Expenses</b>			
Printing and Publication Expenses	5-02-99-020-00		
Representation Expenses	5-02-99-030-00		
<b>GROSS AMOUNT</b>			<b>38,540.00</b>
<b>LESS: 5% TAX</b>			<b>1,927.00</b>
<b>NET AMOUNT</b>			<b>36,613.00</b>

Prepared by:

**JULIUS A. CELETARIA**  
 School Head

Recommending Approval:

**MERVIE Y. SEBLOS CESE**  
 OIC - Assistant Schools Division Superintendent

Certified Allotment Available:

**SHERYLL A. MORADAS**  
 Administrative Officer V

Approved by:

**GILDO G. MOSQUEDA, CEO VI**  
 Schools Division Superintendent



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