



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

September 28, 2023

DIVISION MEMORANDUM
OSDS No. 145, s. 2023

2024 SCHOOL MOOE BUDGET PLANS PRESENTATION

To: Assistant Schools Division Superintendent
School Heads
School – based Bookkeepers and Disbursing Officers
All others concerned

1. The SDO Tacurong City shall conduct the 2024 School MOOE Budget plans presentation on October 25-27, 2023, at SDO Conference Hall.
2. The objectives of this activity are the following:
 - a. Present their respective 2024 School Maintenance Operating and other Expenses Budget plans;
 - b. Check the monthly programming and object of expenditure used in the budget plans; and
 - c. Address other related financial issues.
3. The participants of the said activity are the: a.) School Heads, b.) School – based bookkeepers and disbursing officers. *See enclosure 1 for the schedule per cluster/ school.*
4. All participants are reminded that pre-work for budget plans must be done by the school planning team (SPT).
5. Each school should bring 3 hard copies of budget plans (AIP, WFP, APP and FMP) during the presentation and send the soft copies on the e-mail account of Ms. Rea May S. Laygan (reamay.laygan@deped.gov.ph).
6. All **SCHOOL HEADS** are expected to present their respective 2024 budget plans using the given template. Thus, participants are advised to bring their laptop and no proxy allowed. *See enclosure 2 for the template of the presentation.*
7. Maximum of 20 minutes is given to each school to present its 2024 budget plans using the given template.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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8. All participants are required to strictly comply with the submission of all budget plans (hard copies and soft copies). **“No Budget plans and presentation, no downloading of funds and no certificate policy” shall be observed.**
9. Immediate dissemination of and compliance to this Memorandum is desired.


GENARO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.
Reference: None
Allotment: None
To be included in the perpetual Index under
RECORDS FUNDS REPORTS

JGS/OSDS/DM/2024SCHOOLMOOEPRESENTATION/ September 28, 2023



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Enclosure 1 to Division Memo OSDS No. _____ s. 2023

DATE	TIME	PARTICIPANTS
October 25, 2023	8:00 A.M.- 12:00 NN	NORTH CLUSTER 1. SCHOOL HEADS 2. ADAS III 3. ADAS II
October 25, 2023	1:00 P.M - 5:00 P.M	WEST & CENTRAL CLUSTER 1. SCHOOL HEADS 2. ADAS III 3. ADAS II
October 26, 2023	8:00 A.M - 12:00 NN	SOUTH CLUSTER 1. SCHOOL HEADS 2. ADAS III 3. ADAS II
October 26, 2023	1:00 P.M - 5:00 P.M	EAST CLUSTER 1. SCHOOL HEADS 2. ADAS III 3. ADAS II
October 27, 2023	8:00 A.M -12:00 NN	IUs & NON -IUs SECONADARY SCHOOL 1. SCHOOL HEADS 2. AO II 3. ADAS III 4. ADAS II



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Enclosure 2 to Division Memo OSDS No. _____ s. 2023

1. Prepare table on MOOE vs. Actual per expenditure from January to September 2023 (Based on approved budget plans vs. liquidation reports). *Please prepare 3 hard copies.*

ELECTRICTY EXPENSE (GROSS)

MONTH	TARGET	ACTUAL	DIFFERENCE
JANUARY	5,000.00	4,500.00	500.00
FEBRUARY	5,000.00	4,500.00	500.00
MARCH	6,000.00	6,000.00	0.00
APRIL	6,000.00	5,600.00	400.00
MAY	6,000.00	4,500.00	1,500.00
JUNE	6,000.00	4,500.00	1,500.00
JULY	6,000.00	5,000.00	1,000.00
AUGUST	6,000.00	4,600.00	1,400.00
SEPTEMBER	6,000.00	5,600.00	400.00



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2. Present using this format the 2024 School MOOE Budget Plans (Source: SIP, AIP, WFP, and MDSP/FWP). Please prepare 3 hard copies. **MOOE ALLOCATION - P347,803.34 (GROSS)**

Department of Education
 Region XII
 Schools Division Office of Tacurong City
 Tacurong City
 FINANCIAL MANAGEMENT PLAN for FY 2024

ITEMS & SPECIFICATION	ACCOUNT CODE	AMT	FIRST QUARTER				SUB-TOTAL	SECOND QUARTER				TOTAL		
			Payment of Contractual Obligation	Reference	Payment of Contractual Obligation	Reference		Payment of Contractual Obligation	Reference	Payment of Contractual Obligation	Reference			
UTILILITY EXPENSES														
1. Electricity Expense	9020402000	13,608.22	Payment of Contractual Obligation	SIP Page 5, AIP Page 2	13,608.22	Payment of Contractual Obligation	SIP Page 5, AIP Page 2	13,608.22	Payment of Contractual Obligation	SIP Page 5, AIP Page 2	13,608.22	Payment of Contractual Obligation	SIP Page 5, AIP Page 2	13,608.22
2. Water Expense	9020401000													
COMMUNICATION EXPENSES														
1. Cable Subscription	9020504000													
2. Telephone Bill (Landline)	9020502000	1,052.04	Payment of Contractual Obligation	SIP Page 7, AIP Page 3	1,052.04	Payment of Contractual Obligation	SIP Page 7, AIP Page 3	1,052.04	Payment of Contractual Obligation	SIP Page 7, AIP Page 3	1,052.04	Payment of Contractual Obligation	SIP Page 7, AIP Page 3	1,052.04
3. Telephone Bill (Mobile)	9020502001	2,525.26	Payment of Contractual Obligation	SIP Page 8, AIP Page 4	2,525.26	Payment of Contractual Obligation	SIP Page 8, AIP Page 4	2,525.26	Payment of Contractual Obligation	SIP Page 8, AIP Page 4	2,525.26	Payment of Contractual Obligation	SIP Page 8, AIP Page 4	2,525.26
4. Internet Subscription	9020503000													
PROFESSIONAL SERVICES														
1. Other General Services	9021199000	9,263.16	Payment for General Services	SIP Page 5, AIP Page 2	9,263.16	Payment for General Services	SIP Page 5, AIP Page 2	9,263.16	Payment for General Services	SIP Page 5, AIP Page 2	9,263.16	Payment for General Services	SIP Page 5, AIP Page 2	9,263.16
2. Janitorial Services	9021302000													
3. Security Services	9021202000													
SUPPLIES AND MATERIALS EXPENSES														
1. Office Supply Expense	9020201000													
2. Printing Expense	9020209000													
3. Reproduction Expense	9020209001													
4. Reproduction Expense	9020209002													
5. Other and Indirect Expense	9020207000													
TRAINING EXPENSES														
1. Training Expense Local	9020101000													
TRAINING AND SCHOLARSHIP EXPENSES														
1. Training Expense	9020201000	26,525.26	Medical Health Services	SIP Page 4, AIP Page 4	26,525.26	Medical Health Services	SIP Page 4, AIP Page 4	26,525.26	Medical Health Services	SIP Page 4, AIP Page 4	26,525.26	Medical Health Services	SIP Page 4, AIP Page 4	26,525.26
TOTAL (Gross)		26,525.26			56,025.26			56,025.26			112,050.52			112,050.52
TOTAL (Net)		26,525.26			2,801.26			2,801.26			29,326.52			29,326.52



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Prepared by: **MAURICIO D. ROPALADO**
 Administrative Assistant III
 School Head

Reviewed by: **SHERILL A. ROMANOS**
 Assistant Schools Division Office III



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Department of Education
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Department of Education
 City Schools Division of Tacurong
 Name of School
 Tacurong City

FINANCIAL MANAGEMENT PLAN for FY 2024

ITEM & SPECIFICATION	ACCOUNT CODE	THIRD QUARTER				FOURTH QUARTER				GRAND TOTAL
		July	Aug	Sept	Sub-Total	Oct	Nov	Dec	Sub-Total	
UTILITY EXPENSES										
1. Electricity Expenses	5020402000	13,684.22	13,684.22	13,684.22	41,052.66	13,684.22	13,684.22	13,684.22	41,052.66	104,770.64
2. Water Expenses	5020401000									
COMMUNICATION EXPENSES										
1. Cable Subscription	5020502000									
2. Telephone Bill (Landline)	5020502000									
3. Telephone Bill (Mobile)	9020502000	1,252.64	1,252.64	1,252.64	3,757.92	1,252.64	1,252.64	1,252.64	3,757.92	17,657.16
4. Internet Subscription	5020503000	2,525.26	2,525.26	2,525.26	7,575.78	2,525.26	2,525.26	2,525.26	7,575.78	30,207.12
PROFESSIONAL SERVICES										
1. Other General Services	5021119000									
2. Technical Services	5021202000	9,263.16	9,263.16	9,263.16	27,789.48	9,263.16	9,263.16	9,263.16	27,789.48	111,157.62
3. Security Services	5021203000									
SUPPLIES AND MATERIALS EXPENSES										
1. Office Supplies Expense	5020301000									
2. Fuel, Oil & Lubricants	5020302000									
3. Reproduction & Photocopy	5020303000									
4. Accounting Printing Expense	5020304000									
5. Drugs and Medicines Expense	5020305000									
TRAVELING EXPENSES										
1. Training Expenses Local	5020101000									
TRAINING AND SCHOLARSHIP EXPENSES										
1. Training Expenses	5020201000									
TOTAL (Gross)		26,525.26	26,525.26	26,525.26	79,575.94	26,525.26	26,525.26	26,525.26	79,575.94	317,400.24
Less: Tax (OAS)		1,206.26	1,206.26	1,206.26	3,618.78	1,206.26	1,206.26	1,206.26	3,618.78	17,286.12
TOTAL (Net)		25,319.00	25,319.00	25,319.00	75,957.16	25,319.00	25,319.00	25,319.00	75,957.16	300,114.12

Prepared by:
 Admitted and Assistent III
 GILDO G. NORONEDA, CEO IV
 Schools Division Superintendent

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