



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

October 3, 2024

DIVISION MEMORANDUM
OSDS No. 110, s. 2024

**3rd DFIMMEA – DIVISION FINANCIAL MANAGEMENT, MONITORING, EVALUATION
AND ADJUSTMENTS**

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

1. The SDO Tacurong City shall conduct **3rd DFIMMEA – Division Financial Management, Monitoring, Evaluation and Adjustments** on October 25, 2024, 8:00 a.m. – 5:00 p.m. at SDO Conference Hall.
2. The objectives of this activity are the following:
 - a. Discuss latest issuances on government financial and supply management;
 - b. Present the Status of School Maintenance and Other Operating Expenses (MOOE) and other funds for the 1st to 3rd Quarters of 2024; and
 - c. Address other related financial issues.
3. The participants for this activity are as follows:
 - a. Administrative Officer II
 - b. School- based bookkeepers
 - c. School -based disbursing officers.
4. All **SCHOOL -BASED FINANCE PERSONNEL** are **required** to present the status of 1ST to 3rd Quarter CY 2024 School MOOE and other funds using the prescribed template. Thus, participants are advised to bring their laptop. *See enclosure 1 for the template of the presentation.*
5. All presenters are required to strictly comply with the submission of one hard copy of the presentation on the Status of Maintenance and Other Operating Expenses and Other Funds. **“No submission and presentation of Status of MOOE and Other Funds, no certificate policy”** shall be observed.



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6. Immediate dissemination of and compliance to this Memorandum is desired.


GUIDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosures: None
Reference: None
Allotment: None
To be included in the perpetual index under
RECORDS



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Enclosure 1 to Division Memo OSDS No. 110 s. 2024

Presentations:

1. Status of 2024 Quarterly SOB and PPAs Submission

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
SCHOOL ID:
SCHOOL HEAD:

PRESENTATION 1: STATUS OF SUBMISSION - 2024 QUARTERLY SOB's and PPAs
as of October 7, 2024

PRESENTATION NO. 1a						
STATUS OF 2024 QUARTERLY SOB's and PPAs SUBMISSION						
DATE	DEADLINE	Reports	DATE SUBMITTED	REMARKS (LATE OR ON - TIME)	REASON (SUBMITTED LATE)	ACTION PLAN
1st Quarter	on or before 15th day of November 2023	SOBs	11/05/2023	ON -TIME		
		PPAs	11/05/2023	ON -TIME		
		OTHERS	N/A	N/A	N/A	N/A
2nd Quarter	1st Monday of January 2024	SOBs	01/15/2024	LATE	Late submission of PPAs from program holder	The school shall issue a Memorandum on the deadline of the submission of PPAs of the program holders to the Office of School Head
		PPAs	01/15/2024	LATE		
3rd Quarter	1st Monday of April 2024	SOBs	04/01/2024	ON -TIME		
		PPAs	04/01/2024	ON -TIME		
4th Quarter	1st Monday of July 2024	SOBs	07/01/2024	ON -TIME		
		PPAs	07/01/2024	ON -TIME		

Based on DM OSDS NO. 088 S. 2024 - Updated Timeline on the Submission for Approval of Quarterly School Operating Budget (SOB) and Quarterly PPAs dated August 14, 2024.



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2. Status of 2024 Regular MOOE

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
 SCHOOL I.D
 SCHOOL HEAD:

PRESENTATION 2: REGULAR MOOE
 as of October 7, 2024

PRESENTATION NO. 2a				
2024 PRESENTATION OF SCHOOL MOOE DOWNLOADING				
SCHOOL MOOE	AMOUNT	DATE DOWNLOADED	REMARKS (reason of late MOOE Downloading)	ACTION PLAN
JANUARY	50.00	01/05//2024		
FEBRUARY	65.00			
MARCH	30.00			
1st QUARTER	145.00			
APRIL	10.00	05/02/2024	late downloading due to delay of PPAs' submission	1. School Based ADAS should communicate to School head/s and to different program holders to discuss the effect of late of downloading on the liquidation status of the school 2. Creates deadline of submission of PPAs (issue School Memo)
MAY	10.00			
	15.00			
JUNE				
2nd QUARTER	35.00			
JULY	15	07/08/2024		
AUGUST	10			
SEPTEMBER	11			
3rd QUARTER	36.00			
	8.00	11/15/2024	late downloading due to delay of PPAs' submission	1. School Based ADAS should communicate to School head/s and to different program holders to discuss the effect of late of downloading on the liquidation status of the school 2. Creates deadline of submission of PPAs (issue School Memo)
OCTOBER				
NOVEMBER	5.00			
DECEMBER	5.00			
4TH QUARTER	18.00			
TOTAL AMOUNT DOWNLOADED	234.00			
TOTAL AMOUNT BASED ON FMP (NET OF TAX)	237.00		Reason of Variance	
VARIANCE	3.00		Paid by the Division Office	



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 PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
 SCHOOL I.D.
 SCHOOL HEAD:

PRESENTATION NO. 2b

2024 PRESENTATION OF MOOE DOWNLOADING VS. LIQUIDATION
 as of October 7, 2024

MONTH	BALANCE FORWARDED	AMOUNT DOWNLOADED	AMOUNT LIQUIDATED	PERCENTAGE OF LIQUIDATION	DATE LIQUIDATED	DATE RETURNED TO SCHOOL	DATE COMPLETED	REMARKS (reason of late submission & Liquidation Rate below 75%)	REMARKS (reason of the variance) (Balance Forwarded + Amount Downloaded - Amount Liquidated)	ACTION PLAN
JANUARY	0	50	45	90.00%	02/02/2024					
FEBRUARY	5	65	50	71.43%	03/05/2024					
MARCH	20	30	45	90.00%	04/01/2024					
1ST QUARTER	25	145	140	96.55%						
APRIL	5	10	8	53.33%	05/17/2024			Late downloading due to delay of PPAs		School Based ADAS should communicate to School head/s and to different program holders for the creation deadline for submission of PPAs.
MAY	7	10	15	88.24%	06/03/2024					
JUNE	2	15	16	94.12%	07/05/2024					
2ND QUARTER	14	35	39	97.50%						
JULY	1	15	13	81.25%	08/05/2024					
AUGUST	3	10	12	92.31%	09/02/2024					
SEPTEMBER	1	11	10	83.33%	10/04/2024					
3RD QUARTER	5	36	35	85.37%						
OCTOBER	2	8		0.00%						
NOVEMBER	2	5		0.00%						
DECEMBER	1	5		0.00%						
4TH QUARTER	5	18	0	0.00%						
TOTAL		234	214	91.45%						
										LIQUIDATION RATE AS OF 10/07/2024



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3. Status of 2024 Additional Regular MOOE

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
 SCHOOL I.D
 SCHOOL HEAD:

PRESENTATION 3: ADDITIONAL REGULAR MOOE
 as of October 7, 2024

PRESENTATION NO. 3a

2024 PRESENTATION OF SCHOOL MOOE DOWNLOADING				
SCHOOL MOOE	AMOUNT	DATE DOWNLOADED	REMARKS (reason of late MOOE Downloading)	ACTION PLAN
JANUARY	50.00	01/05//2024		
FEBRUARY	65.00			
MARCH	30.00			
1st QUARTER	145.00			
APRIL	10.00	05/02/2024	late downloading due to delay of PPAs' submission	1. School Based ADAS should communicate to School head/s and to different program holders to discuss the effect of late of downloading on the liquidation status of the school 2. Creates deadline of submission of PPAs (issue School Memo)
MAY	10.00			
	15.00			
JUNE				
2nd QUARTER	35.00			
JULY	15	07/08/2024		
AUGUST	10			
SEPTEMBER	11			
3rd QUARTER	36.00			
	8.00	11/15/2024	late downloading due to delay of PPAs' submission	1. School Based ADAS should communicate to School head/s and to different program holders to discuss the effect of late of downloading on the liquidation status of the school 2. Creates deadline of submission of PPAs (issue School Memo)
OCTOBER				
NOVEMBER	5.00			
DECEMBER	5.00			
4TH QUARTER	18.00			
TOTAL AMOUNT DOWNLOADED	234.00			
TOTAL AMOUNT BASED ON FMP (NET OF TAX)	237.00		Reason of Variance	
VARIANCE	3.00		Paid by the Division Office	



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PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
 SCHOOL I.D
 SCHOOL HEAD:

PRESENTATION NO. 3b

2024 PRESENTATION OF ADDITIONAL REGULAR MOOE DOWNLOADING VS. LIQUIDATION
 as of October 7, 2024

MONTH	BALANCE FORWARDED	AMOUNT DOWNLOADED	AMOUNT LIQUIDATED	PERCENTAGE OF LIQUIDATION	DATE LIQUIDATED	DATE RETURNED TO SCHOOL	DATE COMPLETED	REMARKS (reason of late submission & Liquidation Rate below 75%)	REMARKS (reason of the variance) (Balance Forwarded + Amount Downloaded - Amount Liquidated)	ACTION PLAN
JANUARY	0	50	45	90.00%	02/02/2024					
FEBRUARY	5	65	50	71.43%	03/05/2024					
MARCH	20	30	45	90.00%	04/01/2024					
1ST QUARTER	25	145	140	96.55%						
APRIL	5	10	8	53.33%	05/17/2024			Late downloading due to delay of PPAs		School Based ADAS should communicate to School head/s and to different program holders for the creation deadline of submission of PPAs.
MAY	7	10	15	88.24%	06/03/2024					
JUNE	2	15	16	94.12%	07/05/2024					
2ND QUARTER	14	35	39	97.50%						
JULY	1	15	13	81.25%	08/05/2024					
AUGUST	3	10	12	92.31%	09/02/2024					
SEPTEMBER	1	11	10	83.33%	10/04/2024					
3RD QUARTER	5	36	35	85.37%						
OCTOBER	2	8		0.00%						
NOVEMBER	2	5		0.00%						
DECEMBER	1	5		0.00%						
4TH QUARTER	5	18	0	0.00%						
TOTAL		234	214	91.45%			LIQUIDATION RATE AS OF 10/07/2024			



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4. Status of 2024 SBFP Fund

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
SCHOOL I.D
SCHOOL HEAD:

PRESENTATION 4: SBFP FUND
as of October 7, 2024

PRESENTATION NO. 4a

2024 PRESENTATION OF SBFP FUND DOWNLOADING				
SCHOOL MOOE	AMOUNT	DATE DOWNLOADED	REMARKS (reason of late MOOE Downloading)	ACTION PLAN
JANUARY				
FEBRUARY				
MARCH				
1st QUARTER	0.00			
APRIL				
MAY				
JUNE				
2nd QUARTER	0.00			
JULY				
AUGUST				
SEPTEMBER				
3rd QUARTER	0.00			
OCTOBER				
NOVEMBER				
DECEMBER				
4TH QUARTER	0.00			
TOTAL AMOUNT DOWNLOADED	0.00			
TOTAL AMOUNT BASED ON FMP (NET OF TAX)			Reason of Variance	
VARIANCE	0.00		Paid by the Division Office	



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PRESENTATION NO. 4b

2024 PRESENTATION OF SBFP FUND DOWNLOADING VS. LIQUIDATION

MONTH	BALANCE FORWARDED	AMOUNT DOWNLOADED	AMOUNT LIQUIDATED	PERCENTAGE OF LIQUIDATION	DATE LIQUIDATED	DATE RETURNED TO SCHOOL	DATE COMPLETED	REMARKS (reason of late submission & Liquidation Rate below 75%)	ACTION PLAN
JANUARY				#DIV/0!					
FEBRUARY				#DIV/0!					
MARCH				#DIV/0!					
1ST QUARTER	0	0	0	#DIV/0!					
APRIL				#DIV/0!					
MAY				#DIV/0!					
JUNE				#DIV/0!					
2ND QUARTER	0	0	0	#DIV/0!					
JULY				#DIV/0!					
AUGUST				#DIV/0!					
SEPTEMBER				#DIV/0!					
3RD QUARTER	0	0	0	#DIV/0!					
OCTOBER				#DIV/0!					
NOVEMBER				#DIV/0!				For submission to Division Office	
DECEMBER				#DIV/0!				To be utilized	
4TH QUARTER	0	0	0	#DIV/0!					
TOTAL		0	0	#DIV/0!			LIQUIDATION RATE AS OF 10/07/2024		



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5. Status of 2024 ALIVE Fund

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
SCHOOL I.D
SCHOOL HEAD:

PRESENTATION 5: ALIVE FUND
as of October 7, 2024

PRESENTATION NO. 5a

2024 PRESENTATION OF ALIVE FUND DOWNLOADING				
SCHOOL MOOE	AMOUNT	DATE DOWNLOADED	REMARKS (reason of late MOOE Downloading)	ACTION PLAN
JANUARY				
FEBRUARY				
MARCH				
1st QUARTER	0.00			
APRIL				
MAY				
JUNE				
2nd QUARTER	0.00			
JULY				
AUGUST				
SEPTEMBER				
3rd QUARTER	0.00			
OCTOBER				
NOVEMBER				
DECEMBER				
4TH QUARTER	0.00			
TOTAL AMOUNT DOWNLOADED	0.00			
TOTAL AMOUNT BASED ON FMP (NET OF TAX)			Reason of Variance	
VARIANCE	0.00			



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PRESENTATION NO. 5b									
2024 PRESENTATION OF ALIVE FUND DOWNLOADING VS. LIQUIDATION									
MONTH	BALANCE FORWARDED	AMOUNT DOWNLOADED	AMOUNT LIQUIDATED	PERCENTAGE OF LIQUIDATION	DATE LIQUIDATED	DATE RETURNED TO SCHOOL	DATE COMPLETED	REMARKS (reason of late submission & Liquidation Rate below 75%)	ACTION PLAN
JANUARY				#DIV/0!					
FEBRUARY				#DIV/0!					
MARCH				#DIV/0!					
1ST QUARTER	0	0	0	#DIV/0!					
APRIL				#DIV/0!					
MAY				#DIV/0!					
JUNE				#DIV/0!					
2ND QUARTER	0	0	0	#DIV/0!					
JULY				#DIV/0!					
AUGUST				#DIV/0!					
SEPTEMBER				#DIV/0!					
3RD QUARTER	0	0	0	#DIV/0!					
OCTOBER				#DIV/0!					
NOVEMBER				#DIV/0!				For submission to Division Office	
DECEMBER				#DIV/0!				To be utilized	
4TH QUARTER	0	0	0	#DIV/0!					
TOTAL		0	0	#DIV/0!			LIQUIDATION RATE AS OF 10/07/2024		

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6. Status of 2024 GPP Fund

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
SCHOOL I.D
SCHOOL HEAD:

PRESENTATION 6: GULAYAN SA PAARALAN FUND

PRESENTATION NO. 6a

2024 PRESENTATION OF GPP FUND DOWNLOADING				
SCHOOL MOOE	AMOUNT	DATE DOWNLOADED	REMARKS (reason of late MOOE Downloading)	ACTION PLAN
JANUARY				
FEBRUARY				
MARCH				
1st QUARTER	0.00			
APRIL				
MAY				
JUNE				
2nd QUARTER	0.00			
JULY				
AUGUST				
SEPTEMBER				
3rd QUARTER	0.00			
OCTOBER				
NOVEMBER				
DECEMBER				
4TH QUARTER	0.00			
TOTAL AMOUNT DOWNLOADED	0.00			
TOTAL AMOUNT BASED ON FMP (NET OF TAX)			Reason of Variance	
VARIANCE	0.00		Paid by the Division Office	



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PRESENTATION NO. 6b

2024 PRESENTATION OF GPP FUND DOWNLOADING VS. LIQUIDATION

MONTH	BALANCE FORWARDED	AMOUNT DOWNLOADED	AMOUNT LIQUIDATED	PERCENTAGE OF LIQUIDATION	DATE LIQUIDATED	DATE RETURNED TO SCHOOL	DATE COMPLETED	REMARKS (reason of late submission & Liquidation Rate below 75%)	ACTION PLAN
JANUARY				#DIV/0!					
FEBRUARY				#DIV/0!					
MARCH				#DIV/0!					
1ST QUARTER	0	0	0	#DIV/0!					
APRIL				#DIV/0!					
MAY				#DIV/0!					
JUNE				#DIV/0!					
2ND QUARTER	0	0	0	#DIV/0!					
JULY				#DIV/0!					
AUGUST				#DIV/0!					
SEPTEMBER				#DIV/0!					
3RD QUARTER	0	0	0	#DIV/0!					
OCTOBER				#DIV/0!					
NOVEMBER				#DIV/0!				For submission to Division Office	
DECEMBER				#DIV/0!				To be utilized	
4TH QUARTER	0	0	0	#DIV/0!					
TOTAL		0	0	#DIV/0!			LIQUIDATION RATE AS OF 10/07/2024		



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7. Status of Other Financial Reports Submission

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL I.D
 SCHOOL HEAD:

PRESENTATION 7: STATUS OF OTHER FINANCIAL REPORT SUBMISSION

PRESENTATION NO. 7a		2024 PRESENTATION OF QUARTERLY OTHER FINANCIAL REPORT SUBMISSION				ACTION PLAN	
DATE	DEADLINE	REPORTS SUBMITTED	REMARKS (LATE OR ON-TIME)	REASON (SUBMITTED LATE)	DATE	REPORTS SUBMITTED	REASON (SUBMITTED LATE)
1st Quarter	on or before 10th day April 2024	IGP	04/12/2024	LATE	Forget to follow the deadline set by the Division Office based on DM OSDS No. 124 s. 2022	04/12/2024	THE ADAS III will discuss the MOOE on 12/04/2022 during School Meeting.
		CASH DONATION	04/12/2024	LATE	Forget to follow the deadline set by the Division Office based on DM OSDS No. 124 s. 2022	04/12/2024	THE ADAS III will discuss the MOOE on 12/04/2022 during School Meeting.
		DONATION IN KINDS	04/12/2024	LATE	Forget to follow the deadline set by the Division Office based on DM OSDS No. 124 s. 2022	04/12/2024	THE ADAS III will discuss the MOOE on 12/04/2022 during School Meeting.
		PTA	04/12/2024	LATE	Forget to follow the deadline set by the Division Office based on DM OSDS No. 124 s. 2022	04/12/2024	THE ADAS III will discuss the MOOE on 12/04/2022 during School Meeting.
		SEF	04/12/2024	LATE	Forget to follow the deadline set by the Division Office based on DM OSDS No. 124 s. 2022	04/12/2024	THE ADAS III will discuss the MOOE on 12/04/2022 during School Meeting.
2nd Quarter	on or before 10th day July 2024	OTHERS	N/A	N/A	N/A	N/A	N/A
		IGP	07/10/2024	ON-TIME		07/10/2024	
		CASH DONATION	07/10/2024	ON-TIME		07/10/2024	
		DONATION IN KINDS	07/10/2024	ON-TIME		07/10/2024	
		SEF	07/10/2024	ON-TIME		07/10/2024	
3rd Quarter	on or before 10th day October 2024	OTHERS	N/A	N/A	N/A	N/A	N/A
		IGP	10/04/2024	ON-TIME		10/04/2024	
		CASH DONATION	10/04/2024	ON-TIME		10/04/2024	
		DONATION IN KINDS	10/04/2024	ON-TIME		10/04/2024	
		SEF	10/04/2024	ON-TIME		10/04/2024	
4th Quarter	on or before 10th day January 2025	OTHERS	N/A	N/A	N/A	N/A	N/A
		IGP					
		CASH DONATION					
		DONATION IN KINDS					
		SEF					

The school shall submit all other financial reports on or before 10th day of January 2025.

Based on DM OSDS NO. 124 s. 2022 - Financial Report Format and Submission of IGP, Donation, SEF, PTA, and Other Funds dated October 17, 2022. Deadline: on or before 10th day of the first month of the following Quarter



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8. STATUS OF 2024 OF THE COMPLIANCE OF OBSERVATION/S BASED ON LPOM

PRESENTATION OF SCHOOL MOOE AND OTHER FUNDS

SCHOOL:
 SCHOOL I.D.:
 SCHOOL HEAD:

PRESENTATION 8: STATUS OF THE COMPLIANCE OF OBSERVATION/S BASED ON LPOM

PRESENTATION NO. 8							
Month	No. of Observations	Date Received	Date Checked	Date Informed (for compliance)	Date Completed	Remarks (LATE or ON - TIME)	ACTION PLAN (if remarks is LATE)
JANUARY	5	02/02/2024	02/05/2024	02/06/2024	02/07/2024	ON -TIME	
FEBRUARY	4	03/05/2024	03/11/2024	03/12/2024	03/19/2024	1 DAY LATE	Coordinate and inform the concerned personnel ahead of time
MARCH	3	04/01/2024	04/15/2024				
APRIL	0	5/17/2024	5/23/2024				
MAY	3	06/03/2024	06/18/2024				
JUNE	4	07/05/2024	07/15/2024				
JULY	5	08/05/2024	08/16/2024				
AUGUST	2	09/02/2024	09/11/2024				
SEPTEMBER	8	10/04/2024	10/08/2024				
OCTOBER							
NOVEMBER							
DECEMBER							



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