



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

June 10, 2025

DIVISION MEMORANDUM
OSDS No. 076, s. 2025

RECOGNITION FOR EARLY DOWNLOADING OF QUARTERLY MOOE FOR CY 2025

To: Assistant Schools Division Superintendent
School Heads
School -based non -teaching personnel
All Others Concerned
This Division

1. In line with our continuous efforts to promote prompt financial management, and in recognition of the commitment and efficiency of the school heads and school -based non -teaching personnel in ensuring timely utilization and liquidation of MOOE funds, this Office implements a **“Rewards and Recognition Program”** for schools that successfully facilitate early downloading of their Quarterly Maintenance and Other Operating Expenses (MOOE) for Calendar Year 2025.
2. The objectives of this Reward and Recognition Program are as follows:
 - a. To encourage early compliance with financial requirements;
 - b. To prevent delays in the implementation of programs, projects and activities, thereby ensuring smooth school operations; and
 - c. To foster a culture of excellence, accountability, and proactive financial management in all schools.
3. To qualify for recognition, quarterly MOOE must be downloaded on or before the following cut-off dates based on the LDDAP -ADA date:

| Quarter | Cut – off dates |
|-------------------------|-------------------------------|
| 1 st Quarter | on or before January 10, 2025 |
| 2 nd Quarter | on or before April 10, 2025 |
| 3 rd Quarter | on or before July 10, 2025 |
| 4 th Quarter | on or before October 10, 2025 |



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



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4. If the 10th day of the month falls on weekend or a holiday, the **next working** day shall be considered as the final day of eligibility under the early downloading criteria.
5. Schools that meet the above -stated conditions for any given quarter shall be awarded a **Certificate of Recognition** as acknowledgement of their exemplary performance in school financial management.
6. Immediate and wide dissemination of this Memorandum is highly enjoined.


ARALDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Enclosures: None.

Reference:

Allotment: none

To be included in the perpetual Index under

REPORTS RECORDS

JGS/OSDS/DM/RECOGNITION FOR EARLY DOWNLOADING OF QUARTERLY MOOE FOR CY 2025/ June 10, 2025



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