



Republic of the Philippines
Department of Education
Region VIII
DIVISION OF TACLOBAN CITY
Tacloban City

Division Memorandum No. 310
Series of 2023

TO: **BAYANI ADONA**
School Head
Tacloban National Agricultural School

WILFREDO ARANTE
School Head
Basper Elementary School

FROM: **JUDELLA R. LUMPAS, Ed.D., CESO VI**
Schools Division Superintendent *J. Lumpas*
This Division

SUBJECT: **ADDITIONAL SCHOOL MOOE(MAINTENANCE AND OTHER OPERATING EXPENSES)** For Basper Elementary School and Tacloban National Agricultural School

Date: **June 1, 2023**

1. This is to inform you of the Additional School MOOE that will be downloaded to your school through issuance of SARO Number OSEC-8-23-2538.
2. Hereto attached is the Memorandum OUF-2023-0285 from DepEd Central Office for your reference.
3. Please be guided of the Accomplishment Report that you will submit after the implementation of the School MOOE Fund downloaded to your school. It is strongly advised that on your implementation you follow the Philippine Procurement Law R.A. 9184
4. The Division Office will assist your school with regards to Philgeps posting. All other procurement process will be at the school level as well as payments to all suppliers relative to this additional School MOOE Fund.
5. It is likewise recommended that you consult and coordinate with Engr. Rafael Lanza on the preparation of program of works for whatever repair and maintenance works, electrical works, and other related school repair exceeding the amount of P3,000.00. All program of works must be reviewed and duly approved by the Division Engineer.
6. All procurement/disbursements related to this School MOOE Fund must be supported with Official Receipts.
7. For your strict compliance.

