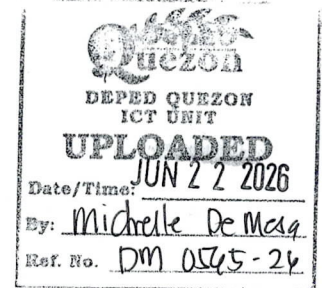




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 June 2026

DIVISION MEMORANDUM

No. 0565, s. 2026

ADDENDUM TO DM NO. 0534, S. 2026 RE: DOWNLOADING OF ADDITIONAL MOOE ALLOCATION FOR SELECTED SCHOOLS

To: Assistant Schools Division Superintendents
Division/Section Chiefs
Elementary and Secondary School Heads
All Others Concerned

1. In reference to **DM No. 0534, s. 2026** titled **Downloading of Additional MOOE Allocation for Selected Schools**, this Office would like to inform the concerned schools of an additional requirement relative to the submission of the Supplemental Annual Implementation Plan (AIP). All selected schools shall submit a copy of the Minutes of Meeting duly signed by the members of the School Planning Team, which shall serve as supporting documentation for the approved Supplemental AIP.
2. Furthermore, all concerned schools are required to accomplish the form through the following link: **<https://forms.gle/wXtchL2Z7LPjuAeA8>** to indicate the projected monthly utilization of the additional MOOE allocation. In cases where the downloaded funds cannot be fully utilized within a particular month, schools shall indicate in the prescribed form the corresponding amount and the target month of utilization. The amounts reflected in the submitted form shall be consistent with the budget allocations indicated in the approved Supplemental AIP.
3. All other provisions stated in the previous Memorandum shall remain in effect.



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4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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