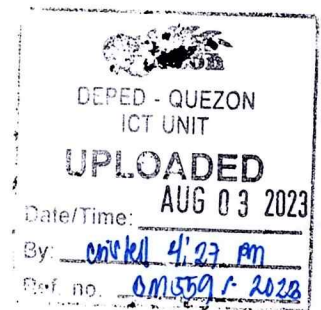




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 July 2023

DIVISION MEMORANDUM

DM No. 559, s. 2023

SUBMISSION OF REQUEST FOR ADDITIONAL MOOE

To: Assistant Schools Division Superintendents
Division/Section Chiefs
Elementary and Secondary School Heads (IUs and Non-IUs)
All Others Concerned

1. In connection with DepEd Memorandum OUF-2023-0515 and OUF-2023-0139, the DepEd Central Office allocated additional MOOE to schools who are in dire need of funds.
2. This Office advises all schools who are in dire need of additional MOOE to submit the following:
 - a. Proposal or Request letter addressed to the Schools Division Superintendent for an additional MOOE, indicating specific needs with specific amount (matched with the AIP) and justification for each expense items;
 - b. Minutes of Meeting by the School Planning Team on the needs of schools to be requested which are vital on the delivery of basic education services at the school level; and
 - c. Supplemental AIP.
3. AIP template can be downloaded thru <https://tinyurl.com/AIPDO8-2019>.
4. All documents above must be submitted on or before **August 16, 2023** subject for validation at the Planning and Research Section thru the Records Section of the Division and/or Sub-Offices. **Submission via email shall not be accepted.**
5. It is understood that the amount requested is not the amount to be downloaded. The basis for release will be based on the maximum parameters given by the Central Office and/or in a pro-rata basis if the total requested amount by the schools exceeds the total downloaded amount from the CO.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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

5. Schools who have submitted their requests late shall not be accommodated specially if there are no more allocation left.
6. Such release is a one-time release. Thus, this Office shall issue another Division Memorandum when another release will happen again.
7. Immediate dissemination of and strict compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

parmjdf07/31/2023
DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph