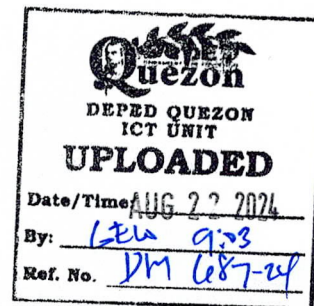




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



20 August 2024

DIVISION MEMORANDUM
DM No. 687, s. 2024

SUBMISSION OF REQUEST FOR RELEASE OF ADDITIONAL MOOE

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

1. In line with DepEd Memorandum **OUF-2023-0515** and **OUF-2023-0139**, a surplus/savings of Php **1,427,730** from SARO **OSEC-4A-24-3769** and shall be downloaded to schools that are in dire need of funds.
2. Due to the limited funds available, all schools in need of additional MOOE are advised to submit the following:
 - a. Project Proposal indicating specific needs with corresponding amounts (aligned with the AIP) and justifications for each expense item;
 - b. Minutes of the Meeting conducted by the School Planning Team, detailing the needs that are critical for the delivery of basic education services at the school level; and
 - c. Supplemental AIP (tentative release date: **September/October**)
3. The AIP template can be downloaded at <https://tinyurl.com/AIPDO8-2019>.
4. All documents must be submitted on or before **August 30, 2024**, to the Planning and Research Section through the Records Section of the Division and/or Sub-Offices for validation. **Submissions via email and late submissions will not be accepted.**
5. Schools that have not received any additional funds this year but are also in dire need are expected to submit the required documents.

DEPEDQUEZON-TM-SDS-04-009-003




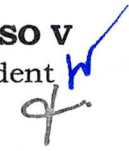
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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6. Please note that the amount requested may not be the amount disbursed. Funds will be allocated on a pro-rata basis if the total requested amount exceeds the remaining available funds.

7. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 


parmjdf08/20/2024

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