



# DepEd – DIVISION OF QUEZON

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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Public Schools District Supervisors, Elementary and Secondary School Heads, All Others Concerned

**FROM :** CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent *cat*

**SUBJECT:** Schools Division Office (SDO) Procurement of Self-Learning Module of Schools (Non-IUs) with Unliquidated Cash Advances.

**DATE :** July 30, 2020

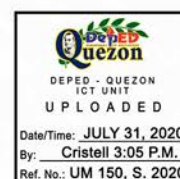
In line with the memorandum from the Office of the Undersecretary for Finance re: Clarification on DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of Covid-19 Pandemic) wherein SDO are given authority to procure the Reproduction of Self Learning Modules of schools with unliquidated cash advances and cannot receive additional cash advance using 30% of the annual School MOOE allotment. (see attached memorandum)

School Heads of schools with unliquidated advances for the Month of March, April and May 2020 are advice to coordinate with Ma'am Mildred E. Glorioso-Office of the Accounting Section with a contact no.(0420 784-0636 Loc.120) for the list of schools with unliquidated advances and other queries and with regards to procurement process contact Ms. Danica May V. Jaranilla – BAC Secretariat with the contact no. .(0420 784-0636 Loc.120)/ 09391744413.

For your information and guidance.

bacdmvj07/30/2020

DEPEDQUEZON-TM-SDS-04-010-002



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Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)



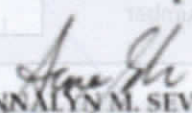



Republic of the Philippines  
**Department of Education**

Office of the Undersecretary for Finance

**MEMORANDUM**  
**OUF-2020-0358**

**FOR:** Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 School Division Superintendents  
 Program Managers and Focal Persons  
 All Others Concerned

**FROM:**   
**ANNALYN M. SEVILLA**  
 Undersecretary

  
**RAMON HEL G. ABCEDE**  
 Assistant Secretary

**SUBJECT:** Clarification on DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic)

**DATE:** July 17, 2020

This is to clarify specific provisions under Department Order (DO) No. 15 series of 2020 based on the feedback received by this Office from the field requiring further detailing of the list of eligible activities that may be charged against School MOOE that are lodged at School Division Offices (SDOs) level.

**Section V (Procedure/Standards), Paragraph 1.2 of the said DO states that:**

*"For the Non-Implementing Units (Non-IUs), in the event that the principal or schools' accountability officer has unliquidated cash advances and cannot receive additional cash advance and when it would not be possible to transact with the School Division Office (SDO) concerned given the declaration or imposition of community quarantine during public emergencies, the SDO, on behalf of the schools may procure items using MOOE funds based on the school's submitted list of priority items/needs, subject to existing budgeting, accounting, and auditing rules and regulations."*

In this regard, subject to existing budgeting, accounting and auditing regulations including procurement policies, Section 1.4 of DO NO. 15 enumerates the list of items which may be charged





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against School MOOE which logically includes those School MOOE lodged at the School Division, to wit:

- i. Production and reproduction, and distribution of alternative delivery modules;
- ii. Development of sample home learning guide;
- iii. Personal Protective Equipment
- iv. Production and distribution of IECs to promote minimum health standard
- v. Maintenance of respiratory and hand hygiene/WASH; and
- vi. Minor improvements in classrooms

However, it must be emphasized that DO 15, s. 2020 supplements DO 29 s. 2019 Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1 and all provisions of the latter remain in effect. For the purpose of centralized procurement at the SDO, it is recommended that not more than thirty percent (30%) of the annual School MOOE allotment can be used for all the activities listed in DO 15, s. 2020. Also, procurement activities at the Division level which are charged to the School MOOE of a particular school must be done in coordination with the School Head of the school to which the School MOOE is appropriated. The said activity must also be reflected in the Annual Implementation Plan (AIP) of that particular school.

For inquiries, clarifications, and/or feedback, please contact [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph) and Education Programs Delivery Unit (EPDU) thru [epdu@deped.gov.ph](mailto:epdu@deped.gov.ph).

For guidance and compliance.