



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

20 Nov 2023

DIVISION MEMORANDUM
OSDS No. **165** s. 2023

SCHOOL MOOE REQUEST THROUGH DIRECT PAYMENT TO THE SUPPLIER AND
REIMBURSEMENT OF EXPENSES CY 2023

To: Public Schools District Supervisors/Principals In-Charge
Public and Private Elementary and Secondary School Heads
Clustered Finance Personnel
All Others Concerned

1. In relation to **DM OSDS No. 137, s. 2023**, "Deadline of Downloaded Cash Advances of Schools and Submission of Authority to Debit/Credit Account (Annex G) for CY 2023 Onwards", specifically in the last issuance of checks and deadline for MOOE Cash Advance downloading.
2. The Accounting Unit would like to inform the schools that they are allowed to request their remaining MOOE allocation **through direct payment to the supplier or reimbursement.**
3. The schools are advised to process the documents and submit them **on or before November 30, 2023** to the **Accounting Unit** with correct and complete documentary requirements. The submitted documents shall be processed only after the validation of Cluster Finance Personnel, Administrative Officer II, and Accounting Unit.
4. The amount to be requested for direct payment to the supplier or reimbursement shall be limited only to the remaining MOOE allocation for CY 2023 that has not yet been downloaded to the school.
5. The transactions will only be considered valid and allowable if they were procured in CY 2023 and included in the school Annual Implementation Plan (AIP) for CY 2023. Any activity included in the AIP but deemed prohibited under Section V(D), Paragraph 6 of D.O. 8 s. 2019 shall automatically be disallowed.
6. Payables of the school to the supplier for CY 2023, which exceed the remaining MOOE of the school for CY 2023, **will be the responsibility and accountability of the school head** who signed on any form of contract, such as but not limited to a charge invoice, trust receipt, contract of service, and etc.
7. Schools will ensure that all documents submitted to the Accounting Unit are

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph

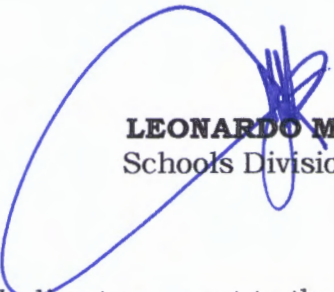




Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

complete and correct without any discrepancies **on or before November 30, 2023**. Any documents submitted, either obligated or unobligated, that **do not meet the deadline and do not comply with the requirements needed will be the responsibility and accountability of the school head.**

8. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

RBF/DM- school moee request through direct payment to the supplier and reimbursement of expenses cy 2023
0000/November 20, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph

