



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

14 Aug 2024

DIVISION MEMORANDUM
SGOD No. **078**, s. 2024

ADDENDUM TO DM SGOD NO. 069 S. 2024 ON THE SUBMISSION OF FINANCIAL DOCUMENTS FOR THE RELEASE OF ADDITIONAL MOOE TO IDENTIFIED PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOLS

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

1. In reference to Division Memorandum SGOD No. 069, s. 2024 titled, **Reiteration on the Submission of Financial Documents for the Release of Additional MOOE to Identified Public Elementary, Junior and Senior High Schools**, the following additional documents shall be submitted directly to the office of the Budget Section together with other documents enumerated in the previously issued memorandum.
 - a. Purchase Request;
 - b. Photocopy of Fidelity Bond;
 - c. Copy of the AIP where the activity to be funded by the additional MOOE is stipulated, or
 - d. Copy of the Supplemental AIP signed by the members of the School Planning Team if the activity to be funded is not stipulated in the AIP.
2. It is reiterated that school-initiated programs, projects, and activities shall only be approved by the schoolhead if the activity is present in the AIP.
3. For more information, personnel concerned may contact Cristopher T. Frusa, Chief Education Supervisor of the SGOD via FB Messenger.
4. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ALLOCATION

ALLOTMENT

EXPENSES

CTF/DM-addendum to DM SGOD no. 069 s. 2024 on the submission of financial documents for the release of additional MOOE to identified public elementary, junior and senior high schools
.0000/August 14, 2024



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