

Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PE**NINS**ULA DIVISION OF PAGADIAN CITY



Division Memorandum No. 2022

ADDITIONAL MOOE PROCUREMENT THROUGH THE DIVISION OFFICE

To: School Head, Accountable Officers
Disbursement Officers, Bookkeepers

-) Public Schools, All levels
-) Implementing Units,
-) Non-Implementing Units
- 1. As part of our commitment to make sure the continuous flow of the utilization of School MOOE Funds, this Division is taking its initiative to assist school heads and accountable officers who may have encounter constraints with regard to any procurement in relation to the released additional MOOE.
- 2. School heads and accountable officers are hereby permitted to request the division to aid in its procurement process. Below documentary requirements are needed to be submitted.
 - Approved Request Letter. (This shall indicate the intent and reasons in letting the Division office aid the procurement process.)
 - Approved Supplemental Annual Implementation Plan
 - Approved Supplemental Work Financial Plan
 - Approved SOB
 - Approved SOE
 - Duly signed Purchase Request
- 3. The deadline for the submission of above documents is on November 10, 2022. This shall allow us to consolidate the requests and make necessary actions to expedite the procurement and disbursements.
- 4. Questions and clarifications may be directed to respective cluster bookkeepers.
- 5. For immediate dissemination.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Division Memo/Accounting Office Control No. MI02022 0014



11 就在 11 mm SND