



DIVISION MEMORANDUM
No. 70 s, 2018

To: ADMINISTRATIVE ASSISTANTS II AND III – SECONDARY SCHOOLS (SHS)
SCHOOL HEADS - SECONDARY SCHOOLS (SHS)

From:  **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: FY 2018 Maintenance and Other Operating Expenses (MOOE) for
Public Senior High Schools

Date: March 05, 2018

1. As per DepEd Order No. 09, s. 2018 dated February 23, 2018 re: Implementing Guidelines on the Release and Utilization of Maintenance and Other Operating Expenses Allocations of Senior High Schools, attached is the FY 2018 Allocation per Senior High School of our division.
2. All concerned are hereby directed to prepare the necessary documents such as Work and Financial Plan, Annual Procurement Plan and Monthly Disbursement Program to be used as attachments in requesting for the Notice of Cash Allocation (NCA) to the Department of Budget and Management and for the release of SHS Fund to the corresponding schools. Please download and read DO 9, s. 2018 as your guide and reference.
3. For immediate dissemination and strict compliance.