



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 039, s. 2019

TO: All Public Elementary and Secondary School Heads
School Bookkeepers
This Division

From: *Jesnar*
JESNAR DEMS S. TORRES, Ph.D., CESE
OIC- Schools Division Superintendent

Subject: Submission of FY 2020 Budget Proposals

Date: February 12, 2019

1. In preparation for the Regional Workshop on the Preparation and Submission of FY 2020 Budget Proposal, all schools are hereby directed to submit their FY 2020 Budget Proposal in hard and soft copy on or before **February 14, 2019** to the Budget Section.
2. The soft copy of the FY 2020 Budget proposals shall be sent thru email account: eleonor.remonsada@deped.gov.ph.
3. Enclosed is a sample copy of the FY 2020 Budget Proposal template for reference. The soft copy of the said template will be posted in the [depedelsalvadorcity](http://depedelsalvadorcity.net) website and will be sent to the deped email addresses of the school heads.
4. Immediate dissemination and strict compliance of this Memorandum is hereby enjoined.



SAMPLE ONLY!!!!

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AMOROS ELEMENTARY SCHOOL

(Name of School)

SCHOOL MOOE BUDGET PROPOSAL (BP) FY 2020			
Parameters: Elementary			
Fixed Cost			98,000.00
No. of learners	250	250.00	62,500.00
No. of teachers	6	5,000.00	30,000.00
No. of classrooms	5	3,750.00	18,750.00
No. of graduating learners	8	313.00	2,504.00
Proposed Annual MOOE Budget (rounded off to the nearest thousand)			₱ 212,000.00
Object of Expenditure			Amount
Maintenance & Other Operating Expenses			
Traveling Expenses - Local			₱ 20,000.00
Training & Seminars Expenses (GAD, INSET)			35,000.00
Office Supplies Expenses			64,000.00
Accountable Forms			1,000.00
Medical, Dental & Laboratory Expenses			2,000.00
Semi-Expendable Machinery & Equipment			-
Water Expenses			1,000.00
Electricity Expenses			10,000.00
Postage and Courier Expenses			1,000.00
Telephone Expenses - Landline			-
Telephone Expenses - Mobile			4,000.00
Internet Subscription Expenses			40,000.00
Janitorial Services			12,000.00
Security Services			-
Other General Services			-
Repair & Maintenance - School Buildings			9,000.00
Repair & Maintenance - Machinery			-
Repair & Maintenance - Office Equipment			2,000.00
Repair & Maintenance - ICT Equipment			2,000.00
Repair & Maintenance - Motor Vehicles			-
Repair & Maintenance - Furniture & Fixtures			-
Taxes, Duties and Licenses			-
Fidelity Bond Premiums			2,000.00
Insurance Expenses			2,000.00
Printing and Publication Expenses			1,000.00
Representation Expenses			1,000.00
Transportation and Delivery Expenses			3,000.00
TOTAL PROPOSED SCHOOL MOOE BUDGET FY 2020			₱ 212,000.00

Fill-up boxes highlighted in yellow

If the computed total amount is less than the your 2019 Annual School MOOE, pls. retain your 2019 Annual MOOE Budget by editing the Proposed Annual MOOE

5% or more of the proposed annual MOOE

Prepared by:

Recommending Approval:

NAME OF SCHOOL HEAD

Designation

STEPHANIE P. SALIGUMBA, CPA

Administrative Officer V - Finance

Approved by:

JESNAR DEMS S. TORRES, PH.D., CESE

Schools Division Superintendent

Officer In-Charge