



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



MEMORANDUM
OUF-2023-0139

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

FROM : ANNALYN M. SEVILLA
Undersecretary

Digitally signed by
Sevilla Annalyn
Macam
Date: 2023.03.08
14:03:50 +08'00'

**SUBJECT : CALL FOR REQUESTS NEEDING ADDITIONAL MAINTENANCE AND
OTHER OPERATING EXPENSE (MOOE) FUNDS**

DATE : MARCH 8, 2023

Following the announcement during the recent Management Committee Meeting on March 6, 2023, this Memorandum serves as a **call for proposals addressed to Vice President and Secretary Sara Z. Duterte, through this Office**, from the Regional Director¹, for additional MOOE, provided that:

1. The request provides a **concept note with corresponding specific deliverables and outputs, supporting documents and computation on costing, and the computation of existing MOOE and proof of utilization of the Office, or reasons as to the inadequacy of the MOOE;**
2. The request will be **obligated, implemented, accepted, and paid until December 31, 2023;** and
3. The request is **compliant with the provisions of existing policies** thereof and is **subject to existing rules and regulations on budgeting, accounting, and auditing.**

All requests shall be reviewed and evaluated by the Central Office – Budget Division and will be subject to the availability of funds.

Thank you.

Cc: **Vice President and Secretary Sara Z. Duterte**
Director Ana Marie C. Calapit, Finance Service
Ms. Cholet F. Tiong, Chief, Budget Division

¹ The Schools Division Superintendents' requests shall be evaluated, endorsed, and consolidated at the Regional level