



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



DIVISION MEMORANDUM
No. 387 s. 2015

December 15, 2015

**Judicious Utilization of Alloted Resources and Generated Funds Through
Public-Private Partnerships**

To: Section Chiefs,
All Education Program Supervisors, Public Elementary/Secondary
School Heads and All Others Concerned

1. Reiterating the contents of Regional Memorandum No. 735 s. 2015 for your observance, technical assistance, monitoring and evaluation.
2. For your immediate dissemination guidance and compliance.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent



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KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



Regional Memorandum
No. 735 s. 2015

**Judicious Utilization of Alloted Resources and Generated Funds
Through Public-Private Partnership**

To: All SDS/OIC-SDS
Elementary/ Secondary School Heads
Division Finance Unit

To provide mechanism for all field implementing Offices from the Division to the School level on tracking how financial management is done, the following suggestions shall be considered;

1. Determine school-based resources of the school MOOE (Boncodin Formula)

ELEMENTARY

Number of students x 200
Number of teachers x 4,000
Number of classrooms x 3,000
Constant amount for small/ medium
and big elementary school P 40,000
Number of pupils graduating
this year x P 250 as graduation assistance

SECONDARY

Number of students x 400
Number of teachers x 8,000
Number of classrooms x 6,000
Constant amount for small/medium
and big high school P 80,000
Number of grade 10 this year x P 250
as graduation assistance

This amount shall be pro-rated by the school to finance the activities for January and December of the year. There shall be synergy between the annual implementation plan and the annual procurement plan. Bookkeepers, particularly on large Divisions, shall assist the school heads in the preparation of the annual procurement plan, provide technical assistance on MOOE monthly/ quarterly claims and check/validate liquidation reports.

2. Since there are processes involved in claiming and liquidating MOOE, lead time or timeline must be agreed upon in consonance with scheduled schools/ Division reporting time for the period. If there are school principals who might have problems on liquidation of cash advances, technical assistance shall be immediately provided.
3. Human Resource Development Fund (HRDD) per Division ranges from P1M to P 8M, depending on size of the Division. This is appropriated and reflected in the General Appropriations Act. The SDS and the accountant shall plot all human resource development activities for teaching and non-teaching personnel of the Division in quarterly basis (Jan-Dec) and request corresponding HRDD funds from DBM. Lead time shall be provided for request process may generate response within two weeks time.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



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4. Roll-out on enhancement of SIP process is currently undertaken by schools Divisions. It is an opportunity to make the Boncodin formula in estimating school's MOOE be known to everyone. There is a percentage for meeting pupils/ students needs like periodical test reproduction, learner's materials, for teacher's attendance to school-based learning action cells or district/Division trainings, for classroom enhancement and for needs on culminating activity/graduation. Let the school heads map out his/her school-based resources. Schools with special programs like special science, SPED, school sports/arts etc. will receive the grant directly in their accounts. It will not PASS THE regional Office. Schools Divisions must vigilantly monitor how these are utilized by recipient schools.
5. Donations/Grants must be properly documented and financial statements on how the funds were used should be part of the financial record of the schools. Tracking by the Division M & E unit shall be done on a quarterly basis for transparency purposes.
6. Criteria on "good governance" must be used in rating school heads of their school's responsiveness, transparency, accountability, efficiency, effectiveness, rules of law, adherence to policies, standards and procedures, extent of program implementation, project timeliness and impact derived.
7. Information flow on MOOE and other schools' resources must be made known to school publics. Transparency board must be updated and continuously checked for accuracy and adequacy of information shared.
8. Let this Regional Memorandum be spread/ provided to all schools, schools governance and Operations Divisions must reproduce this memo and ensure that each school in the area of jurisdiction has a copy.
9. For compliance.

Juliet A. Jeruta
JULIET A. JERUTA

Director III

OIC- Regional Director

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