



Department of Education

Region V

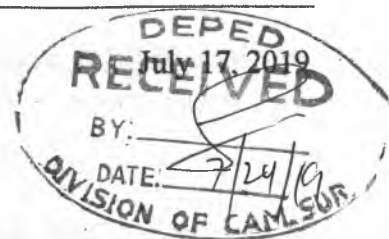
DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 241, s. 2019



**UTILIZATION OF SCHOOL MOOE FUND FOR SPORTS ACTIVITIES
EFFECTIVE SY 2019 - 2020**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors (Elementary and Secondary)
Heads of Public Elementary and Secondary Schools
District /School Sports Officers
All Others concerned

1. To maximize the support and participation of stake holders in Sports and in Support of the Policy on **NO COLLECTION POLICY** effective 2019, Sports Activities in the Division shall be funded from School MOOE in addition to SEF Fund.
2. The recommended expenses charged to School MOOE will cover the Cultural and Sports activities such as Cross Batch (optional), District Meet, Congressional Meet and Division Meet.
3. Percentage allocation in any level maybe adjusted provided it is agreed upon by parties / stakeholders concerned and provided further that the total MOOE Expenditures in all levels shall not exceed 10% of the total Annual School allocation.
4. The Special Education Fund (SEF) may be used in any level of competition to augment the MOOE budget.
5. For host Elementary Schools, the total estimated amount per sport level/activity shall be downloaded to the host school head/principal in the form of cash advance, which will be deposited to the school current account provided school heads shall have no unliquidated cash advances.

The liquidation report shall be submitted within 10 days after the end of the activity with complete and proper supporting documents including the justifications in case of deviation from the Procurement Process pursuant to RA 9184. No new cash advances shall be granted unless the previous cash advance is settled/liquidated.

1. Non -Autonomous - the share of the Non autonomous School shall be automatically deducted by the Division Office for release to the Partner autonomous school of the district who shall issue an official receipt.
2. Autonomous School - the share of the autonomous school shall be remitted to the partner autonomous school who shall issue an official receipt.
7. The Procurement Process shall be undertaken by the BAC of the host School and must follow the procurement process pursuant to the 2016 RIRR of the RA 9184/the New Procurement Law subject to its availability of fund and the usual accounting and auditing rules and regulations.
8. Host Schools for Congressional /Division Meet shall prepare a Mother Sports Activity Proposal indicating the proposed expenditures for the District, Congressional and Division Meet, supported by the following documents:
 - a.) *Enclosure No.1 - List of Schools per district and budget allocation for sports and cultural activities signed by the School heads Approved by the Public School District Supervisor to be submitted to the Division Budget Office.*
 - b) *Enclosure No.2 - Project Proposal, Prepared by School Head ,Reviewed by PSDS, Certified as to the availability of Funds by: Elmer V. Tena - Budget Officer, Recommending Approval by: WILLIAM A. VILLARE - EPS SPORTS and PEDRO J. PELONIO -OIC, Chief SGOD ,Approved by Superintendent.*
9. For information, guidance and compliance.


CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent 



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1.Title/Name of Project:	2. Type — Regular — Special	3.Duration Start Date: End Date:
4.Goal/Objectives/ Purpose	5 Lead Implementing Unit/Office.	6.Participating/Cooperating Unit/Office
7.Target Beneficiaries/Participants	8. Budgetary Requirements: (Specified the Breakdown of the items to be procure.Indicate also the items charged to SEF)	
9.Description/Components/Activities	10.Source of Fund MOOE SEF	

Prepared by:

Reviewed by:

School Head/Principal

Public School District Supervisor

Certified as to the Availability of Funds:

ELMER V. TENA
Budget Officer

Recommending Approval:

WILLIAM A. VILLARE
EPS - Sports

PEDRO J. PELONIO
OIC, Chief SGOD

Approved by:

CECILLE BERNADETTE P.RIVERA,CESO V
Schools Division Superintendent