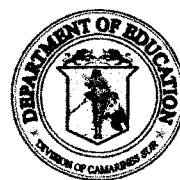


Department of Education



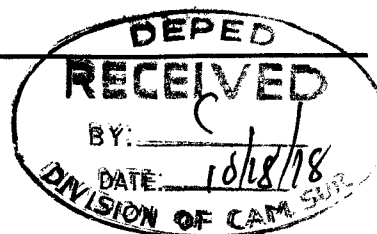
Region V

**DIVISION OF CAMARINES SUR**

Freedom Sports Complex, San Jose, Pili, Camarines Sur

Tele/Fax 477-33-54

**DIVISION MEMORANDUM 348 s.2018**



To : Assistant Schools Division Superintendents  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
Concerned Senior Bookkeepers  
All Other Concerned

*[Signature]*

From : **CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent *[Signature]*

Subject : **REIMBURSEMENT/ PAYMENT OF EXPENSES OF NON-IMPLEMENTING  
UNIT SCHOOLS**

Date : October 15, 2018

In our desire to maximize utilization of the schools MOOE allocation, this office hereby allows payment of the following mandatory expenses for the **1<sup>st</sup> – 3<sup>rd</sup> quarter of CY 2018** of elementary and secondary schools which were not paid due to non-downloading of school MOOE fund provided that the supporting documents (together with the checklist) are complete and proper:

1. Electricity and water expenses
2. Internet expenses
3. Telephone – landline
4. Salary of job orders
5. Graduation expenses
6. Printing of test papers
7. Fidelity bond renewal

Documents for the above claims must be submitted to their respective Senior Bookkeepers on or before **October 31, 2018**.

Immediate and wide dissemination of this memorandum is desired.

For compliance of all concerned.