



Department of Education

Region V

DIVISION OF CAMARINES SUR


Freedom Sports Complex, San Jose, Pili, Camarines Sur

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DIVISION MEMORANDUM 279 s.2018

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

From : 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent *CR*

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

Date : August 30, 2018

This memorandum is hereby issued to inform and give opportunity for the school heads of elementary and secondary schools to utilize their school MOOE more particularly their unutilized school fund for the 1st and 2nd quarter of CY 2018.

Reimbursement or payment of the following expenses shall be allowed by this office provided that the supporting documents 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 **September 6, 2018**.

For wide dissemination and compliance of all concerned.