Department of Education  
Region V  
DIVISION OF CAMARINES SUR  
Freedom Sports Complex, San Jose, Pili, Camarines Sur  
October 10, 2012

Division Memorandum  
No.: 151 s. 2012

SUBMISSION OF SCHOOL FINANCIAL PLANS FOR CY 2013

TO: Assistant Schools Division Superintendents  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Elementary Schools and Non-Implementing Secondary Schools  
All Others Concerned

To facilitate downloading of CY 2013 MOOE to elementary schools and non-implmenting secondary schools, school heads are hereby enjoined to submit without fail/delay the following Financial Plans to Accounting Section on or before October 31, 2012, to wit:

1. Updated SIP (if applicable)  
2. Annual Implementation Plan  
3. Annual School Budget  
4. Monthly Cash Program  
5. Annual Procurement Plan

Please be informed that the release of Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM) is based on the Monthly Cash Program (MCP) to be submitted by the agency, thus a realistic MCP should be prepared and submitted by all schools for consolidation and submission by our office to DBM. This is to ensure timely downloading of MOOE for CY 2013 to fund the monthly operating requirements strictly in accordance with the submitted MCP of schools.

Copies of CY 2013 National Expenditure Program (NEP) are available for distribution c/o Accounting Section to serve as basis for the preparation of above-mentioned reports.

Attention is hereby directed to DepEd Order No. 60, s. 2011 as to use/utilization of MOOE and its liquidation on or before the 5th day of the following month to avoid the penalty to be imposed to an Accountable Officer who failed to liquidate within the prescribed period as per CSC Memorandum Circular No. 12 dated July 10, 2012.

For clarifications, inquiries and technical assistance, please contact the Office of the Division Accountant at these contact numbers: 477-5272, 09175086121, and 09399397746 or see staff assigned to attend to the concerns of individual schools.

Immediate dissemination and compliance to this memorandum is hereby directed.

[Signature]
Gilbert T. SADSA
Schools Division Superintendent