



Republic of the Philippines
Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

MAR 31 2025

DIVISION MEMORANDUM

No. 244, s. 2025

QUARTERLY DOWNLOADING OF SCHOOL MOOE ALLOCATION FOR NON-IU SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
PSDS
School Heads
All Others Concerned

1. One of the priority areas of *Padayon Sagaynon ROADMAP* is the quarterly Cash Advance releasing and On-time Liquidation for the downloading of school MOOE funds to Non-IU schools.
2. All schools categorized as "Small" per attached Annex A for List of Small, Medium and Large Elementary and Secondary Schools using the number of teachers as the category in determining the school size, will receive in lumpsum amount the 2nd quarter MOOE allocations of their school.
3. The remaining medium and large schools shall still be downloaded of their MOOE funds on monthly basis for this second quarter and will be scheduled for quarterly releasing on the subsequent quarter.
4. All Small Elementary and Secondary schools shall then submit Request for Cash Advance (RCA) for their 2nd quarter MOOE requirements in referenced to their approved School Annual Implementation Plan or Work and Financial Plan on or before the 5th day of April, 2025 and Division target downloading date for the quarterly MOOE allocation will be on April 10, 2025.
5. Be it noted that lump-sum release of 2nd quarter MOOE allocation will only be approved once the school have already fully utilized and liquidated the January, February and March 2025 downloaded MOOE.
6. Updates in the process flow of the Request for Cash Advance in downloading MOOE funds to schools released last February 10, 2025 will still



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be followed and strictly observed but in a quarterly application for those schools that will be downloaded on a quarterly basis.

7. Submission of liquidation for the quarterly released school MOOE will be either on a monthly basis, or quarterly in which case should be submitted at least 15 days prior the closing of the requested quarter.

8. There shall be no discrimination in the implementation of this Memorandum on account of age, school, gender, civil status, disability and religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

9. Widest and immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC- Schools Division Superintendent



Encl: As stated
Reference: Division Memorandum No. ~~100~~ dated Feb. 10, 2025
To be indicated in the Perpetual Index
under the following subjects:
office memo

Accounting 3/31/2025



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DepEd, Division of Sagay City

List of Small, Medium and Large Elementary and Secondary Schools (Non-IU)

School	District	School Name	Category	
1	ES	1	Alfredo E. Marañon Sr. Elem. School (SOF))	Small
2	ES	1	Buenaventura V. Rodriguez ES	Medium
3	ES	1	Alfredo E. Marañon Sr. Elem. School	Medium
4	ES	1	General Luna Elementary School	Medium
5	ES	1	Jose B. Puey Sr. Elementary School	Large
6	ES	2	Cesar Gamboa Elementary School	Small
7	ES	2	Raynor Mesa Elementary School	Small
8	ES	2	Ricardo Gamboa Elementary School	Medium
9	ES	2	Sir Arthur Cooper Elementary School	Medium
10	ES	2	Josebio L. Gonzaga Memorial School	Medium
11	ES	2	Maria Lopez Elementary School	Large
12	ES	3	Macamilco Elem. School	Small
13	ES	3	Uychiat Elem. School	Small
14	ES	3	Manara Elementary School	Small
15	ES	3	Maquiling Elem. School	Medium
16	ES	3	Maquiling Elem. School - Ext.	Medium
17	ES	3	Campo Himogaan Elem. School	Medium
18	ES	3	Melchor D. Salcedo Elem. School	Medium
19	ES	3	Bato Central Elem. School	Large
20	ES	4	Matabas Elementary School	Small
21	ES	4	Molocaboc II Elem. School	Small
22	ES	4	Tuong Elementary School	Small
23	ES	4	Vito Elem. School	Medium
24	ES	4	Elia T. Canoy-Esperancilla ES	Medium
25	ES	4	Plaridel Elem. School	Medium
26	ES	4	Raymundo Tupas ES/Raymundo Tupas SESCO Extn.	Medium
27	ES	5	B. Mahilum ES	Small
28	ES	5	Suyac Elementary School	Small
29	ES	5	P.R. Katalbas I Elementary School	Small
30	ES	5	Talusan Elem. School	Medium
31	ES	5	P.R. Katalbas II Elementary School	Medium
32	ES	5	Onofre dela Paz Elem. School	Medium
33	ES	5	Bulanon Elem.School	Medium
34	ES	5	Old Sagay Elem. School	Large
35	ES	6	Pacol Elementary School	Small
36	ES	6	Laon Elementary School	Small
37	ES	6	Briones-Salcedo Elem. School	Small
38	ES	6	Campo Santiago Elem. School	Small
39	ES	6	Hamticon Elem. School	Small
40	ES	6	Rufino T. Halipa Sr. Elementary School	Small
41	ES	6	Baviera Elementary School	Small
42	ES	6	Sherman Hill Integrated School - Elem	Small
43	ES	6	Lopez Jaena Elem. School	Medium
44	JHS	6	Sherman Hill Integrated School - Sec.	Small

45	ES	7	Filomeno Pascual Elem. School	Small
46	ES	7	Fabrica Elementary School	Small
47	ES	7	Josebio Gonzaga ES - Extension	Small
48	ES	7	Valeria G. Añalucas Elem. School	Small
49	ES	7	Hautea Elementary School	Medium
50	ES	7	Gil Lopez Elementary School	Large
51	JHS	8	Patricio Baviera National High School	Small
52	JHS	8	Sewahon National High School	Small
53	JHS	8	Gloria Poblador NHS	Small
54	JHS	8	Cpo. Bago National HS & Manara Ext	Medium
55	SHS	8	Gloria Poblador SHS	Small
56	ES	9	Serafin V. Aguilar IS - Elem	Small
57	ES	9	Eusebio Lopez Memorial IS - Elem	Medium
58	ES	9	Himogaan Baybay IS - Elem	Medium
59	ES	9	Molocaboc Integrated School - Elem	Medium
60	ES	9	Colonia Divina IS - Elem.	Medium
61	JHS	9	Sagay City Eco-zone NHS	Small
62	JHS	9	Serafin V. Aguilar IS - Sec	Small
63	JHS	9	Molocaboc Integrated School - Junior	Medium
64	JHS	9	Colonia Divina IS - Sec	Medium
65	JHS	9	Himogaan Baybay IS - JHS	Large
66	SHS	9	Sagay City Eco-zone SHS	Small
67	SHS	9	Colonia Divina IS - SHS	Medium
68	SHS	9	Himogaan Baybay IS - SHS	Large
69	JHS	10	Sagay City Farm School	Medium
70	JHS	10	Trinidad Lopez De Gonzaga NHS	Small
71	JHS	10	Old Sagay National High School	Large
72	JHS	10	Bulanon Farm School	Large
73	SHS	10	Sagay City Farm School	Medium
74	SHS	10	Bulanon Farm School - SHS	Large
75	SHS	10	Sagay City Senior High School	Large