



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

MAY 30 2025


DIVISION MEMORANDUM

No. 336, s. 2025

**FULL IMPLEMENTATION OF QUARTERLY DOWNLOADING  
OF SCHOOL MOOE FUNDS TO ALL NON-IU SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Schools District Supervisors  
Public Secondary and Elementary School Heads  
All Others Concerned

1. Anchored to the *Padayon Sagaynon ROADMAP*, the Division shall now fully implement the quarterly downloading of all non-IU schools MOOE funding requirements for the remaining quarters of this year.
2. All concerned schools shall therefore prepare their quarterly Request for Cash Advance (RCA) for the 3<sup>rd</sup> and 4<sup>th</sup> quarter of CY 2025 school MOOE allocation for submission to the Division on or before June 15, 2025 and September 15, 2025, respectively.
3. Downloading of funds for quarterly RCA of schools shall only be processed once the school have **fully utilized and liquidated prior months/quarter requested cash advances**.
4. 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.
5. Widest and immediate dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL, CESE**  
OIC – Schools Division Superintendent



Encl: None.  
Reference:  
To be indicated in the Perpetual Index  
under the following subjects:  
memo

Accounting 5/28/2025



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