



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

MAY 30 2025

DIVISION MEMORANDUM

No. **337** s. 2025

**UPDATED GUIDELINES IN PROCESSING AND SUBMISSION OF
QUARTERLY REQUEST FOR CASH ADVANCE IN THE
DOWNLOADING OF NON-IU SCHOOL MOOE**

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

1. In the provision of quarterly MOOE funds to schools, be guided of the updated process flow of the preparation and submission of Request for Cash Advance (RCA) per quarter (*see Annex A*) wherein the signatories of the letter request shall now be the School Head, Accountant III and the Schools Division Superintendent.

2. The attachments to the RCA, the Program of Work (POW) and its supporting for repair and maintenance expenditures of school buildings/structures/infrastructures, the Pre-repair Evaluation Report (PER) for repair and maintenance expenditures of school machineries/equipment/furniture and fixtures, and List of Supplies and Other Materials or Supplies, shall now be processed separately (*see Annex B C and D*) with the following authorized signatories:

RCA Expenditures	Signatory of Documents
Repair and Maintenance -Buildings and Other Structures / School Infrastructures	-Program of Work (POW) -Pre-repair Inspection Report (PIR) -Post-Repair Inspection Report (PRI) Division Engr. III
Repair and Maintenance -Machinery and Equipment (to include ICT, agricultural, communication, and printing equipment among others)	-Pre-repair Evaluation Report (PER) -List of Office Supplies -List of Other Materials and Supplies (<i>see Annex D for templates</i>) AO IV - Division Supply Officer
Repair and Maintenance -Furniture and Fixtures	
Office Supplies (commonly used supplies for office/school)	
Other Materials and Supplies	



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3. The School Head shall ensure the correct and timely processing of the attachment documents to the RCA and that all PPAs presented on it shall be implemented as planned, there shall be no realignment of budgeted and approved expenditures in RCA within the quarter of its implementation.
4. Requested expenditures for programs/projects/activities for the quarter shall be effectively and efficiently planned and conduct of actual market survey should be done to have reliable costing of expenditures, probable cost savings, and to minimize material negative variance of budgeted cost over actual expenses incurred.
5. 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.
6. Widest and immediate dissemination of this Memorandum is desired.

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

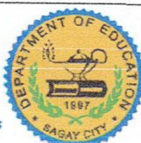


Encl: Annex A,B and C.

Reference:

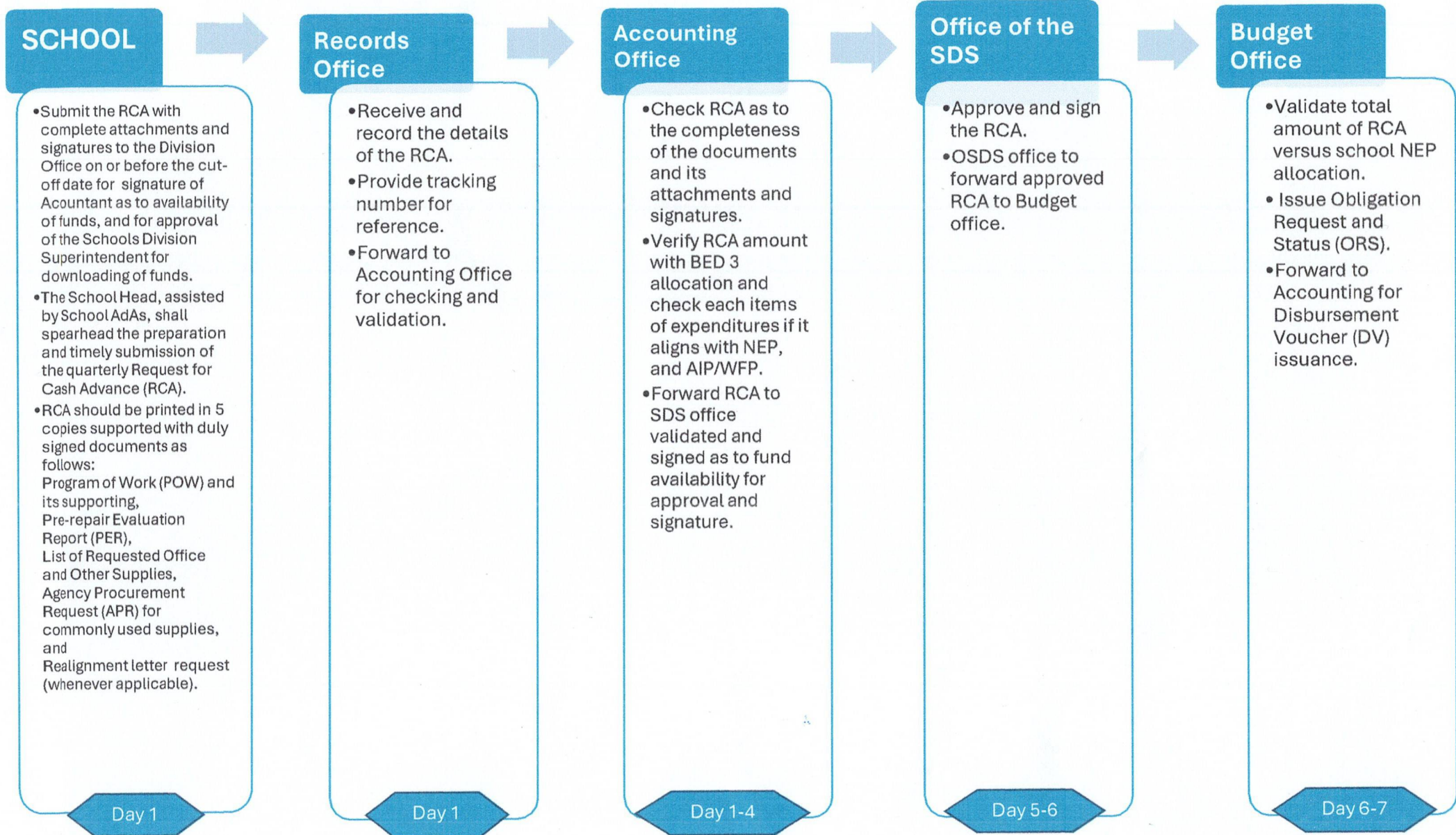
To be indicated in the Perpetual Index
under the following subjects:
memo

Accounting 5/29/2025



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity.001@deped.gov.ph

Process Flow of Request for Cash Advance (RCA)

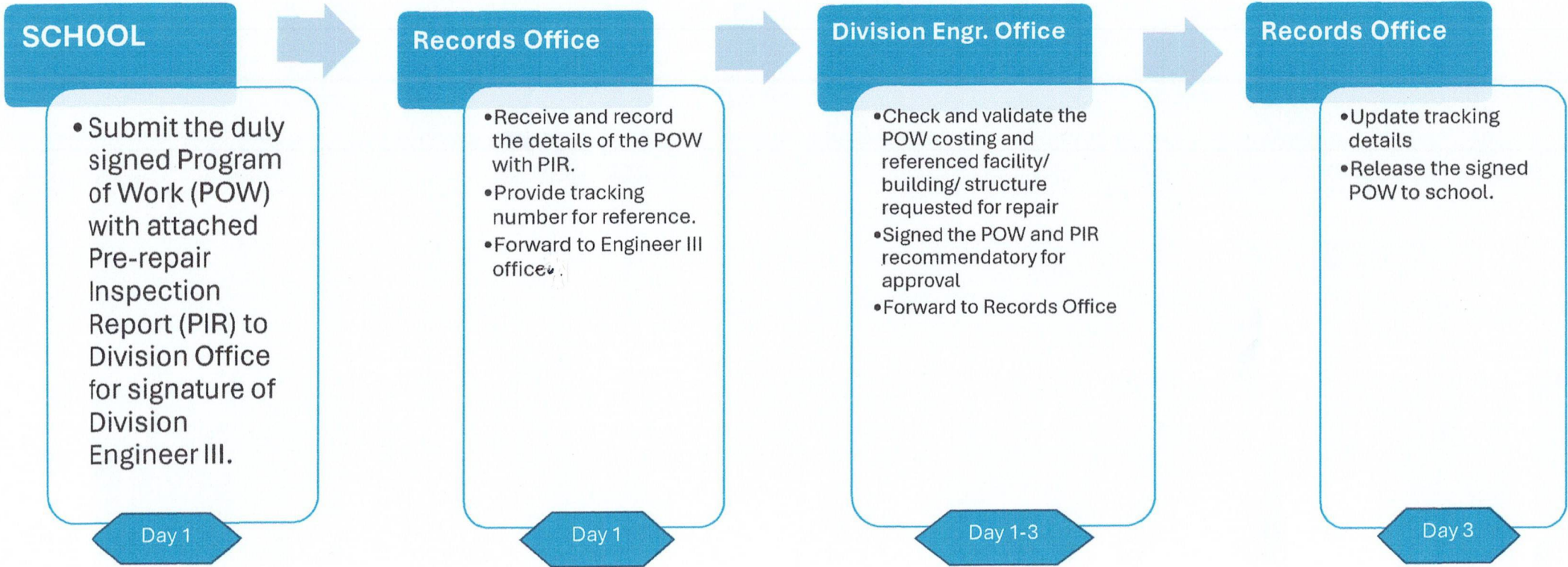


Timeliness: Complex Transactions

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Process Flow of RCA Attachments

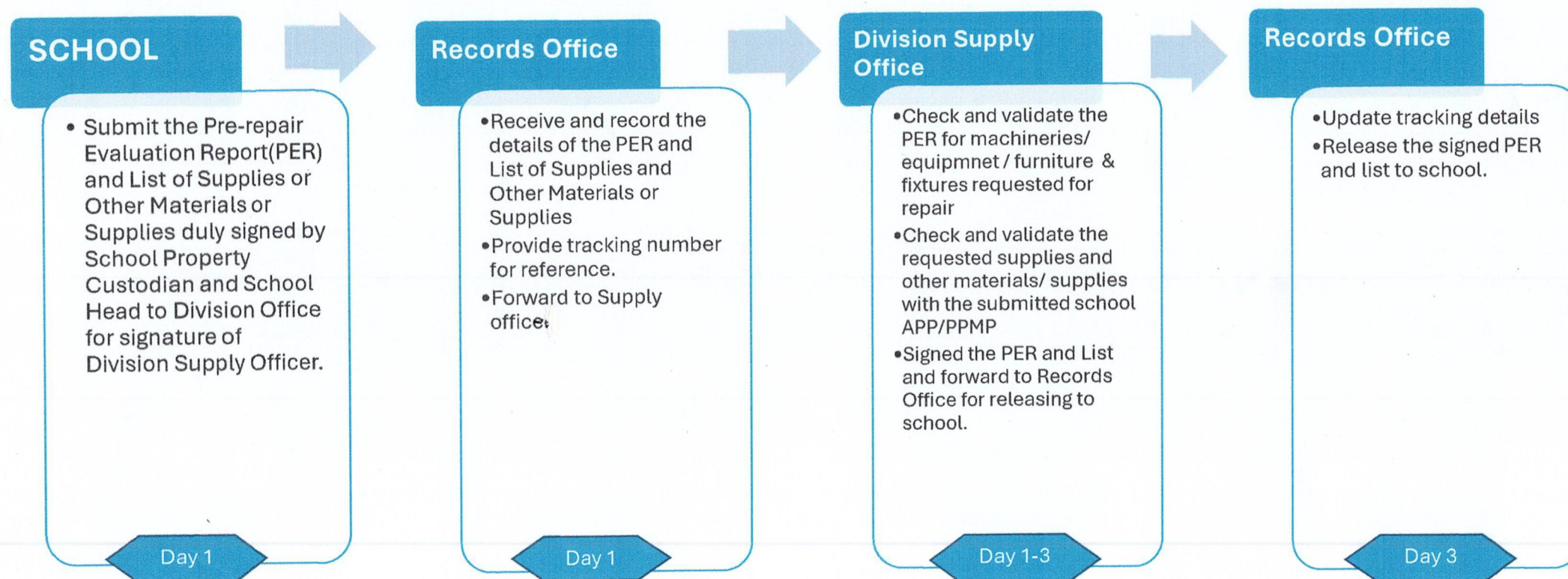
- Program of Work (POW) for Repair & Maintenance of School Buildings/ Infrastructures / Other Structures



Timeliness: Simple Transactions


Process Flow of RCA Attachments


- Pre-repair Evaluation Report (PER) for Repair & Maintenance of School Machineries & Equipment, Furniture & Fixtures
- List of Supplies and Other Materials or Supplies




Timeliness: Simple Transactions

Annex D

 Department of Education Negros Island Region SCHOOLS DIVISION OF SAGAY CITY <NAME OF SCHOOL> PRE-REPAIR EVALUATION REPORT			
(Repair & Maintenance of Machineries & Equipment (Office Equipment, ICT); Furniture and Fixtures)			
Date Requested: _____		Date Inspected: _____	
Requesting Department: _____		Pre-Repair Inspection No. _____	
Description of work to be done: (Type of Equipment/Serial Number, Please attach pictures)			
Materials Needed: (Estimated)			
Description of Materials	Unit of Measure	Estimated Quantity	Estimated Amount
Scope of Work	Labor Cost	Remarks	
Remarks:			
Certifies that the above-listed parts/materials/labor needed is necessary to be replaced/installed/ applied to improve/maintain the equipment/machine operations for the good of public service.			
Conducted by: _____		Verified by: _____	
School Property Custodian		School Head	



Office Address: Sagay, Negros Island, Sagay City, Negros Occidental
 Contact: 0927-4212345



Department of Education
 Negros Island Region
 SCHOOLS DIVISION OF SAGAY CITY
 <NAME OF SCHOOL>
 LIST OF OFFICE & OTHER SUPPLIES

Office Supplies				
ITEM DESCRIPTION (Name, Type, Class, Thickness, Size, Dimension, Color)	UNIT	QUANTITY	PRICE PER ITEM	TOTAL
Sub Total				
Other Supplies				
Sub Total				
Grand Total				

Note: Supplies listed above are found in the submitted school Annual Procurement Plan for Common Supplies Expense (APP-CSE) for CY 2025

Prepared by: _____

School Property Custodian

OK as to APP: _____

ROMIE J. OSAL
 Division Supply Officer

(If items are not found in the Annual Procurement Plan for Common Supplies Expense, attach the Supplemental APP-CSE)