



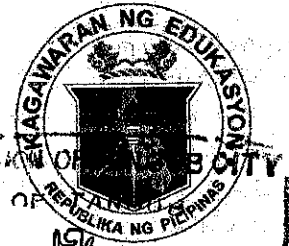
Republic of the Philippines
Department of Education
Region X

DIVISION OF TANGUB CITY

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RELEASED BY:

9-9-16

DIVISION MEMORANDUM
No. 55 , s. 2016

To: **Coordinating Principal
Elementary and Secondary School Heads
Administrative Officer – V (OSDS)**

From: **VICTORIA V. GAZO, Ph.D, CESO V**
Schools Division Superintendent

Date: **March 2, 2016**

Subject: **Submission of School Operating Budget (SOB), Monthly
Disbursement Program (MDP), Annual Procurement Plan (APP) 2016
& Copy of Fidelity Bond**

1. To ensure that the schools' operating budget will achieve its purpose, each school should be able to execute their programs and deliver planned expenditures in an efficient manner. Harmonized implementation of programs and projects will improve public spending and the quality of service delivery to clients.
2. The plans, targets and schedules reflected in the Annual Budget Execution Documents (BEDs) will guide schools in the implementation of priority programs and projects. In line with this, school heads/administrators are mandated to submit the following (in two copies):
 - Annual School Operating Budget 2016
 - Annual Procurement Plan 2016
 - Monthly Disbursement Plan 2016
 - Copy of Fidelity Bonds
3. This is to reiterate of the deadline of the submission date agreed upon last Division Mancom which is supposedly on or before February 29, 2016.
4. Please see lists of schools ^{that} failed to submit the required documents (enumerated at the back). This is also to remind you that the downloading of Schools MOOE fund for the month of February and March will be made after compliance of the Purchase Requests and the requirements above.
5. Immediate and wide dissemination of this Memorandum is desired.