



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

27 Feb 2025


DIVISION MEMORANDUM

No. **034** , s. 2025

SUBMISSION OF ACTIVITY REQUEST INSTEAD OF SCHOOL OPERATING
BUDGET 2025 FOR SCHOOL MOOE OBLIGATIONS

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. Relative to DepEd Order No. 011, s. 2021 titled **Guidelines on the Operationalization of the Program Management Information System (PMIS)**, the Budget Unit requires all schools to attach three (3) copies of the Offline Activity Request, instead of the School Operating Budget, to the payroll for School MOOE obligation. The activity requests must be consistent with the school's Annual Implementation Plan and the Budget Execution Documents (BED) 3.
2. Enclosed is the template of the Offline Activity Request for easy reference.
3. Should there be any concern regarding this matter, contact Grace Albarracin at 0928-676-8020.
4. Widest dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

BUDGET
FORMS
FUNDS

GMA/OSDS-BU/DM – submission of activity request instead of school
operating budget 2025 for school mooe obligations
0230/February 27, 2025

AR No.: _____
Date: _____

FOR: **ATTY. NELYN B. FRINAL, CESO VI**
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

FELIPE B. TUYOGON, JR.
Senior Education Program Specialist
Planning and Research Section

FROM: _____
School Head

GRACE M. ALBARRACIN
Administrative Officer V
Budget Unit

SUBJECT: PAYMENT FOR SCHOOL MOOE FOR THE MONTH OF _____

NAME OF PROGRAM(S)/PROJECT(S):

OUTPUT(S) TO BE PRODUCED AND CODE (S):

Output Code	Output	Physical Target
SAMPLE OBJECT OF EXPENDITURES	ELEMENTARY <ul style="list-style-type: none">➤ Travel➤ Training➤ Office Supplies➤ Other Office Supplies➤ Electricity➤ Water➤ Mobile➤ Representation➤ Transportation and delivery➤ Fidelity Bond➤ R&M – School Building➤ Internet➤ Janitorial➤ Security Services	1
	SECONDARY <ul style="list-style-type: none">➤ Travel➤ Training➤ Office Supplies➤ Other Office Supplies➤ Electricity➤ Water➤ Mobile➤ Representation➤ Transportation and delivery➤ Fidelity Bond➤ R&M – School Building➤ Internet➤ Janitorial➤ Security Services	1
	SENIOR HIGH SCHOOL <ul style="list-style-type: none">➤ Travel➤ Training➤ Office Supplies	

	<ul style="list-style-type: none">➤ Other Office Supplies➤ Electricity➤ Water➤ Mobile➤ Representation➤ Transportation and delivery➤ Fidelity Bond➤ R&M – School Building➤ Internet➤ Janitorial➤ Security Services	1
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ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
SAMPLE OBJECT OF EXPENDITURE	ELEMENTARY <ul style="list-style-type: none">➤ Travel➤ Training➤ Office Supplies➤ Other Office Supplies➤ Electricity➤ Water➤ Mobile➤ Representation➤ Transportation and delivery➤ Fidelity Bond➤ R&M – School Building➤ Internet➤ Janitorial➤ Security Services
	SECONDARY <ul style="list-style-type: none">➤ Travel➤ Training➤ Office Supplies➤ Other Office Supplies➤ Electricity➤ Water➤ Mobile➤ Representation➤ Transportation and delivery➤ Fidelity Bond➤ R&M – School Building➤ Internet➤ Janitorial➤ Security Services
	SENIOR HIGH SCHOOL <ul style="list-style-type: none">➤ Travel➤ Training➤ Office Supplies➤ Other Office Supplies➤ Electricity➤ Water➤ Mobile➤ Representation➤ Transportation and delivery➤ Fidelity Bond➤ R&M – School Building➤ Internet

	➤ Janitorial Security Services
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FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
SAMPLE OBJECT OF EXPENDITURES	ELEMENTARY	100.00
	➤ Travel	100.00
	➤ Training	100.00
	➤ Office Supplies	100.00
	➤ Other Office Supplies	100.00
	➤ Electricity	100.00
	➤ Water	100.00
	➤ Mobile	100.00
	➤ Representation	100.00
	➤ Transportation and delivery	100.00
	➤ Fidelity Bond	100.00
	➤ R&M – School Building	100.00
	➤ Internet	100.00
	➤ Janitorial	100.00
	➤ Security Services	
	SECONDARY	100.00
	➤ Travel	100.00
	➤ Training	100.00
	➤ Office Supplies	100.00
	➤ Other Office Supplies	100.00
	➤ Electricity	100.00
	➤ Water	100.00
	➤ Mobile	100.00
	➤ Representation	100.00
	➤ Transportation and delivery	100.00
	➤ Fidelity Bond	100.00
	➤ R&M – School Building	100.00
	➤ Internet	100.00
	➤ Janitorial	100.00
	Security Services	
	SENIOR HIGH SCHOOL	
	➤ Travel	100.00
	➤ Training	100.00
	➤ Office Supplies	100.00
	➤ Other Office Supplies	100.00
	➤ Electricity	100.00
	➤ Water	100.00
	➤ Mobile	100.00
	➤ Representation	100.00
	➤ Transportation and delivery	100.00
	➤ Fidelity Bond	100.00
	➤ R&M – School Building	100.00
	➤ Internet	100.00
	➤ Janitorial	
	Security Services	
	GRAND TOTAL	2,100.00