



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

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07 Nov 2025

**DIVISION MEMORANDUM**

No. **160**, s. 2025

**DEADLINE FOR SUBMISSION OF NECESSARY DOCUMENTS FOR PS,  
MOOE, AND CAPITAL OUTLAY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. To avoid delays and ensure timely processing, the Budget Unit has set the deadline for the submission of necessary documents for obligation:
  - a. Personnel Service (PS) - **on or before December 15, 2025**
  - b. MOOE and Capital Outlay (Continuing Appropriations) - **on or before December 15, 2025**
  - c. MOOE and Capital Outlay (Current Appropriations) – **on or before December 26, 2025**
2. Please be reminded that late submissions will not be accepted under any circumstances.
3. For inquiries, contact **Grace Albarracin** at [grace.albarracin001@deped.gov.ph](mailto:grace.albarracin001@deped.gov.ph).
4. For the information, guidance, and appropriate action of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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



Republic of the Philippines  
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PROGRAMS

Irma May G. Dinasas/OSDS/DM – deadline for submission of necessary documents  
for ps, mooe, and capital outlay  
1111/November 7, 2025



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