



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 25 2023

MEMORANDUM

REPORT ON THE UTILIZATION OF THE SEF AUGMENTATION

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum and Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In view of the recently approved SEF augmentation and to ensure efficient record keeping and monitoring, this Office directs all schools to promptly prepare a list of program, projects, and activities (PPAs) to be funded by the Maintenance and Other Operating Expenses (MOOE) from July to December 2023.
2. The report shall follow the template below and must contain the PPAs that are aligned with the MATATAG Agenda and Modified Muntinlupa S.M.A.R.T. School with a HEART Program:

Title of PPAs	Accountable Persons	Timeline	Budget Allocation (from the SEF Augmentation)	Expected Outputs / Outcomes	Remarks (fully, partially, or not accomplished)

3. Likewise, encoding of data relative to this shall commence on the **last week of July 2023** and be made through this google link: <https://tinyurl.com/MOOE-Utilization-Report>.
4. All school heads are advised to secure a hard copy of this report and, at the same time, make the necessary updates at the end of every month starting in July 2023.
5. Immediate and wide dissemination of and strict compliance with this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent



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Encl: As stated

Reference: none

To be indicated in the Perpetual Index

Under the following subjects:

REPORT

PROGRAMS

PROJECT

IMR/DM_ Report of MOOE Utilization

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UN-2023-166



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