



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY


Office of the Schools Division
Superintendent

MEMORANDUM

ONE-TIME GRANT OF MOOE CASH ADVANCE AND SUBMISSION OF MONTHLY PROGRAM OF CASH EXPENDITURES FOR THE 4TH QUARTER OF 2025

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

1. This Memorandum informs the field on the one-time grant of MOOE cash advance to schools classified as Non-Implementing Units (Non-IUs) for the 4th Quarter of 2025.
2. To immediately facilitate the release of MOOE intended for schools' operations, only schools who have liquidated the September 2025 MOOE cash advance with complete supporting documents will be qualified for this scheme. Relative to this, the following must be submitted to the SDO Accounting Unit:
 - 2.1 Letter Request for MOOE Cash Advance (RCA) for the 4th Quarter of 2025
 - 2.2 Monthly Cash Program of Expenditures with Purchase Request/s and Pre-inspection Report/s (for repair) for the months of October 2025, November 2025 and December 2025
3. MOOE cash advances intended for regular school operations and program funds should be liquidated before year-end to account for and record all expenses in the books of accounts of the SDO for FY 2025. Moreover, **deadline for submission is December 19, 2025, Friday 5:00PM** to give sufficient time for the review and checking of documents submitted.
4. Immediate dissemination and compliance of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

MOOE CASH ADVANCE

KEM/ ONE-TIME GRANT OF MOOE CASH ADVANCE AND SUBMISSION OF MONTHLY PROGRAM OF CASH EXPENDITURES FOR THE
4TH QUARTER OF 2025
426 / 10/16/2025



Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE - MUNTINLUPA CITY
Centennial Ave., Laguerta, Tunasan, Muntinlupa City

ACCU



MAINTENANCE & OTHER OPERATING EXPENSES ALLOCATION BREAKDOWN
For the Month of October to December, 2025
[NCA NCR-25-0011702]

ACCU

		OCTOBER	NOVEMBER	DECEMBER
SDO:	InSET			
	Division Office Proper			
	PWD/SC	883,320.00	883,320.00	883,850.00
	GAD			
	TOTAL SDO	883,320.00	883,320.00	883,850.00
Senior High Schools:				
303450	Cupang Senior High School	428,500.00	428,390.00	428,210.00
305469	Muntinlupa Science High School	125,700.00	126,800.00	126,750.00
500438	Lakeview Integrated School	75,500.00	74,900.00	74,600.00
320704	Tunasan National High School	501,400.00	500,700.00	500,950.00
	TOTAL:	1,131,100.00	1,130,790.00	1,130,510.00
Junior High Schools:				
305469	Muntinlupa Science High School	148,900.00	148,600.00	148,540.00
500438	Lakeview Integrated School	216,200.00	215,600.00	215,550.00
320704	Tunasan National High School	483,800.00	482,800.00	482,850.00
320701	Poblacion National High School	279,800.00	279,600.00	279,650.00
320702	Muntinlupa Business High School - Sucat Annex	269,700.00	268,800.00	268,800.00
	TOTAL:	1,398,400.00	1,395,400.00	1,395,390.00
Elementary Schools (District 1):				
500438	Lakeview Integrated School (Elementary)	179,900.00	181,300.00	180,950.00
136899	Bayanan Elementary School Main	248,500.00	247,300.00	247,550.00
136900	F. De Mesa Elementary School	142,600.00	141,900.00	141,650.00
136901	Itaas Elementary School	233,400.00	233,000.00	233,050.00
136903	Muntinlupa Elementary School	347,600.00	346,300.00	346,400.00
136904	Putatan Elementary School	222,500.00	222,300.00	222,350.00
136905	Soldiers' Hills Elementary School	170,200.00	169,800.00	170,050.00
136906	Tunasan Elementary School	216,200.00	215,500.00	215,300.00
136907	Victoria Homes Elementary School	172,000.00	173,800.00	173,850.00
228501	Poblacion Elementary School	391,600.00	394,000.00	394,200.00
	TOTAL:	2,324,500.00	2,325,200.00	2,325,350.00

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Elementary Schools (District 2):			
136908	Alabang Elementary School	397,300.00	397,900.00
136909	Bagong Silang Elementary School	130,400.00	128,600.00
136910	Bayanan Elementary School Unit 1	227,800.00	228,950.00
136911	Buli Elementary School	131,500.00	132,300.00
136912	Cupang Elementary School Main	248,500.00	247,550.00
136913	Cupang Elementary School Annex	82,000.00	81,610.00
136914	Sucac Elementary School Main	222,400.00	224,300.00
136915	Sucac ES Sitio Pagkakaisa Annex Zone 3	60,480.00	61,803.00
136915	Sucac ES Sitio Pagkakaisa Annex Zone 4	51,520.00	52,647.00
228502	Filinvest Alabang Elementary School	96,400.00	94,860.00
	TOTAL:	1,648,300.00	1,650,520.00
	TOTAL SCHOOL MOOE	6,502,300.00	6,501,770.00

SUB-ARO NO. OSEC-NCR-25-580 Dated 03/27/2025			
ORS NO. 07-00711 Dated 07/21/2025			
[NCA-NCR 25-0011050]			
Senior High			
306389	Sucac Senior High School	235,600.00	235,600.00

<i>SDO & School MOOE</i>	22,156,850.00
<i>SSHS MOOE</i>	706,800.00
<i>Grand Total</i>	22,863,650.00

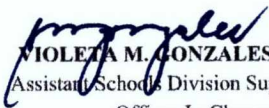
Prepared by:


RYAN B. FAJLARNE
 Administrative Assistant II - Accounting Unit

Verified by:


KARINA E. MEDINA
 Accountant III - Accounting Unit

Approved by:


VIOLETA M. GONZALES CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent