



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

January 4, 2019

DIVISION MEMORANDUM

No. 015, series of 2019

**SUBMISSION OF ANNUAL PROCUREMENT PLAN AS REQUIREMENT FOR THE
RELEASE OF MOOE AND ADDITIONAL SIGNATORY IN THE REQUEST FOR CASH
ADVANCE (RCA) OF SCHOOLS**

TO: The CID and SGOD Chiefs
Division School-Based Management (SBM) Coordinator
SEPS of School Management, Monitoring and Evaluation (SM,M&E)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Concerned

1. Relative to what has been agreed during the Meeting with the School Heads cum Team Management conducted last December 18, 2018 that we are to fast track the release of Maintenance and Other Operating Expenses (MOOE) for Year 2019 starting January, all schools are required to furnish the Division SBM Coordinator a hard copy of their 2019 Annual Procurement Plan (APP) for GPPB and for CSE not later than Monday, **January 7, 2019**. List of school heads who have not submitted the mentioned documents is hereto attached.
2. Further, the field is hereby informed that Mrs. Evangeline A. Hernan is an additional signatory in the school's Request for Cash Advance (RCA) beginning January 2019. This forms part of her task being the Division SBM Coordinator and Co-Chair of the Transparency Monitoring Team.
3. Part of her function as a signatory of the Request for Cash Advance is to verify as to the inclusion in the school's Annual Procurement Plan (APP) all items of expenditure including item quantity that are indicated in the school's request.
4. In the event that the Division SBM Coordinator is on official business, Mr Reyzen O. Monserate, the Senior Education Program Specialist of the School Management, Monitoring and Evaluation (SM,M&E), is hereby designated as the alternate signatory.
5. For information, guidance and compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
25584

DATE: JAN 04 2019 TIME: 5:01

BY: [Signature]

WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

References: Division Memorandum

EAH: Submission of Annual Procurement Plan as Requirement for the Release of MOOE and Additional Signatory in the Request for Cash Advance (RCA) of Schools

4 January 2019



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

A. Schools which have not submitted the **APP for GPPB**:

	School	School Head
1	Mahayahay ES	Mr. Elegio Planas
2	Jolencio R. Alberca ES	Dr. Mary Joy B. Fortun
3	DiCNHS- Balabag High School Annex	Mr. Eugene C. Sayson
4	Pedro V. Basalan ES	Mr. Julieta C. Trazo
5	Ruparan ES	Mrs. Tita T. Hiramiz
6	Dulangan ES	Mr. Allen Joseph R. Malahay
7	Damñas ES	Mrs. Celedonia Alabado
8	Federico Alferez ES	Mr. Wilson D. Catingub
9	Ruparan National HR	Mr. Edberto A. Real
10	Don Mariano Marco ES	Mrs. Antonia S. Jumawan
11	Isaac Abalayan ES	Mrs. Jacqueline A. Jaum
12	Pedro Garcia ES	Miss Elecel B. Adam
13	Dawis ES	Mr. Roberto Jalalon
14	Ramon Magsaysay Central ES	Mrs. Marilyn T. Salboro
15	Cogon ES	Mrs. Joy Baulete
16	Aplaya ES	Mr. Mario M. Andales
17	Badiang ES	Mrs. Zandria M. Sy
18	Remedios Saplala ES	Mr. Jonathan Rellon
19	Matti National HS	Mrs. Aimee Amor C. Porto
20	Casildo B. Nonol ES	Mr. Renato Calipayan
21	Lungag ES	Mr. Felzev Lloyd C. Sayson
22	San Miguel ES	Mr. Angelito c. Villagonzalo
23	Bagumbuhay ES	Mrs. Cherrie Anne B. Baguio
24	DiCNHS- Igpit High School Annex	Mr. Felipe Degamo Jr.
25	Senior High School in Digos City	Dr. Raquel L. Cedeño
26	Rizal Central ES	Mr. Edsel Nacua
27	Apolandia ES	Mr. Rowelem Rosima
28	Soong ES	Mr. Rex Calamohoy
29	DiCNHS- Soong High School Annex	Mr. Alan Tizon
30	Goma National HS	Mr. Rogan G. Adanza
31	Dawis National HS	Mr. Efren Degamo

B. Schools which have not submitted the **APP for Common-Use Supplies and Equipment CSE**):

	School	School Head
1	DiCNHS- Balabag High School Annex	Mr. Eugene C. Sayson
2	Pedro V. Basalan ES	Mr. Julieta C. Trazo
3	Dulangan ES	Mr. Allen Joseph R. Malahay
4	Damñas ES	Mrs. Celedonia Alabado
5	Federico Alferez ES	Mr. Wilson D. Catingub
6	Ruparan National HR	Mr. Edberto A. Real
7	Don Mariano Marco ES	Mrs. Antonia S. Jumawan
8	Isaac Abalayan ES	Mrs. Jacqueline A. Jaum
9	Pedro Garcia ES	Miss Elecel B. Adam
10	Dawis ES	Mr. Roberto Jalalon



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

11	Badiang ES	Mrs. Zandria M. Sy
12	Matti National HS	Mrs. Aimee Amor C. Porto
13	DiCNHS- Igpit High School Annex	Mr. Felipe Degamo Jr.
14	Senior High School in Digos City	Dr. Raquel L. Cedeño
15	Rizal Central ES	Mr. Edsel Nacua
16	Apolandia ES	Mr. Rowelem Rosima
17	Soong ES	Mr. Rex Calamohoy
18	DiCNHS- Soong High School Annex	Mr. Alan Tizon
19	Dawis National HS	Mr. Efren Degamo