



**DepED MEMORANDUM**

No. **290**, s. **2004**

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**JUL 07 2004**

To: Bureau Directors  
Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

**ELEMENTARY AND SECONDARY SCHOOLS MOOE (2004)**

**A. GENERAL APPROPRIATION**

1. The Department of Budget and Management has realigned an additional P542.5 Million back to DepED to provide for additional MOOE for public elementary and secondary schools starting SY 2004.<sup>1</sup>
2. The additional MOOE is to be divided proportionately by level of education based on the actual pupil/student enrolment. The P542.5 Million is to be divided as follows:

<u>Level</u>	<u>% of total enrolment</u>	<u>Amount</u>
Elementary	70.17%	P380,651,139.00
Secondary	29.83%	161,848,861.00
Total		P542,500,000.00

**B. ALLOCATION FOR ELEMENTARY SCHOOLS (By Division)**

3. The additional share of MOOE for elementary schools shall be distributed among schools divisions whose per pupil MOOE (PPC – per pupil cost) is less than a target level of P100/pupil/year.
4. To determine the additional share per schools division, the following premium points shall be assigned:
  - 4.1 Schools divisions with a PPC of less than P100 will get 1 point.

<sup>1</sup> The amount was in the 2004 New Expenditure Program of the Department of Education. When the national budget failed to pass Congress resulting in the reenactment of the 2003 Budget, this amount plus P3.4 Billion in other new expenditures was lost to the Department. In April 2004, following a strong lobby and negotiations with DBM, P2.5 Billion was realigned back to DepED to cover funding for new teacher (and principal) items, GASTPE (Government Assistance to Students and Teachers in Private Education), GOP counterpart for Japanese and Australian grant-in-aid projects, and the decentralization of the elementary school payroll in certain regions.

- 4.2 Schools divisions with 1-15 school districts get 0 additional points.
- 4.3 Schools divisions with 16-30 school districts get +0.5 point.
- 4.4 Schools divisions with > 30 schools get +1.0 point.
- 4.5 Island schools divisions or those located in a peninsula or situated in a mountainous area, get an additional +0.5 points.
- 4.6 Schools divisions that require extended travel to Manila (by boat, plane, land, or multiple combinations of either) get an additional +0.5 point.

Add up all points earned by a school division. Total points can be a minimum of 1 point up to a maximum of 3 points.

5. The share of a schools division is obtained by dividing the points earned by the total number of points for all schools divisions, multiplied by the additional MOOE for the elementary level.

### **C. ALLOCATION BY ELEMENTARY SCHOOL**

6. To compute the MOOE share for individual elementary schools (both regular + additional):
  - 6.1 Take the budget of the schools division for elementary level from FY 2003 GAA as reenacted. Add the additional MOOE share of the division as computed in letter "B". The sum is the total NEW MOOE of the school division.
  - 6.2 Set aside 5% for the division INSET fund held by the schools division and available for any elementary school in the division.
  - 6.3 Of the remaining amount, 30% shall be allocated for the division office and school district MOOE. The SDS is responsible for the detailed MOOE budget for the division office and each of the district offices within the division.
  - 6.4 The balance (70% of 95%) is intended for elementary schools in the division and should be allocated as follows:
    - 6.4.1 40% on an equal sharing basis based on elementary school enrolment
    - 6.4.2 60% based on points applied to reflect the specific school's situation

6.5 The 60% share for elementary school shall be computed based on the following:

6.5.1 Additional amount to achieve P100.00 per capita for all primary and multi-grade schools.

6.5.2 60% of the remaining amount shall be distributed based on points

- Schools located in Class 1-2 municipalities – 1 point
- Schools located in Class 3-4 municipalities – 2 points
- Schools located in Class 5-6 municipalities – 3 points

A school can therefore have a minimum of 1 point up to a maximum of 3 points.

The share of a particular elementary school is obtained by dividing the points earned by the total number of points for all schools, multiplied by 60% of the remaining amount for elementary schools in that division.

6.5.3 40% of the remaining amount shall be distributed pro-rata based on enrolment share.

6.5.4 Should there be wide disparities among per pupil costs, BEIS will reallocate shares to achieve better equity among elementary schools in the division (i.e. Schools with high per pupil ratio MOOE will be docked 5% to be redistributed to schools with lower per pupil ratio MOOE.)

**6.6 Elementary school MOOE is to be released to the Schools Division Office. The SDO shall have the discretion to release the individual school MOOE either in cash (cash advance) or in kind (i.e. payment of utilities, electricity, supplies and materials, janitorial or security services, etc.)**

**MOOE will not be released directly to elementary schools nor will the attached worksheet be reflected in the General Appropriations Act. (The attached worksheet is for Departmental purpose planning and programming purposes only.)**

6.7 If an elementary school feels that it is receiving less than it is entitled to based on the worksheet circulated, it can raise issue with the SDO. If this is not resolved to the school's satisfaction, the issue may be raised to the Regional Office using the Department's grievance mechanism.



**D. ALLOCATION FOR SECONDARY SCHOOLS**

7. To compute the MOOE for individual secondary schools:
- 7.1 Take the budget of the secondary school from FY 2003 GAA as reenacted. Divide the amount by the enrolment to determine per student MOOE. Schools below P350 per student per year will be given priority for the additional MOOE, as well as annexes/extension schools.
  - 7.2 First priority will be given to new secondary schools without MOOE, at a maximum of P135 pesos per student or P50,000 per school – whichever is higher (if enrolment is reported or known). If enrolment is not known, a maximum of P50,000 in MOOE will be given to the school.
  - 7.3 Any remaining balance from the additional MOOE shall be allocated to secondary schools based on the following priorities:
    - 7.3.1 First priority: Schools with less than P200 per student per year, MOOE will be adjusted to P200 per student per year from the balance.
    - 7.3.2 Second priority: Schools with less than P300 per student per year, MOOE will be adjusted on an equal sharing based on enrolment but only up to P350 per student per year.
    - 7.3.3 Should there be any balance remaining, the amount will be distributed on an equal sharing basis to all secondary schools in 5<sup>th</sup> and 6<sup>th</sup> class municipalities.
  - 7.4 Secondary schools shall answer for their own INSET needs from their respective MOOE. (Secondary schools will not share in the division INSET fund culled from the elementary school MOOE.)

**E. NOTE FOR NEWLY-ESTABLISHED DIVISIONS**

- 8. The P1.0 Million budget allocated for each of the newly-established schools divisions are exclusively for the division (and district) MOOE.
- 9. The MOOE of schools within the said divisions are included in the computed MOOE of their original school divisions.

10. The separation of the schools from the original mother division to the new schools divisions will be undertaken in the 2006 budget proposal.<sup>2</sup>

  
EDILBERTO C. DE JESUS  
Secretary 

Encls.:  
As stated

Reference:  
DECS Memorandum: No. 38, s. 1998

Allotment: 1—(D.O. 50-97)

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

CHANGE  
FUNDS  
POLICY  
SCHOOLS  
TEXTBOOKS

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<sup>2</sup> The separation of newly-independent annex schools from the mother schools will have to be incorporated into the DBM Government MIS (GMIS) system. This will take time and will not be ready in time for the 2005 Budget proposal. Hence, the 2006 Budget target.