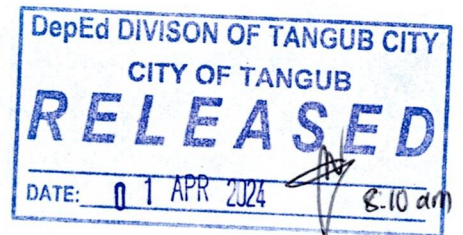




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



March 20, 2024

DIVISION MEMORANDUM

No. 133, s. 2024

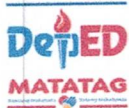
**TRANSFER OF FUNDS FOR THE PROCUREMENT OF SUPPLIES NEEDED IN
THE PROCESSING OF PAYROLL FOR REGION PAID EMPLOYEES FOR CY 2024**

To: Elementary and Secondary School Heads
Bookkeepers/AO 2
All Others Concerned
This Division

1. Relative to the preparation of payroll for the salaries of the region-paid employees of this division, attached is the list of estimated cost of supplies needed for procurement to facilitate the processing of payroll for CY 2024 in the Regional Office (Annex A).
2. It is requested by the Regional Office (DepEd RO X) to transfer the funds for this purpose in the following manner: 50% on April 2024 to cover the first 6 months then 50% on June 2024 to cover the remaining 6 months of FY 2024.
3. In view to this, attached is the proportional computation per school to be deducted from the school MOOE on April and June 2024 respectively (Annex B)
4. It is expected that the school operating plans will be revised and adjusted after the end of the first quarter using the Modification Advice Form (MAF) and attach the same for the processing of the 2nd quarter downloading.
5. Immediate dissemination and compliance of this Memorandum is directed.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

To be indicated in the **Perpetual Index**
Under the following subjects:
Payroll
Supplies
Salaries
OSDS/MCS



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988

**Annex A-LIST OF ESTIMATED COST OF SUPPLIES NEEDED IN THE PROCESSING OF PAYROLL OF REGION -
PAID PERSONNEL, THIS DIVISION**

<i>Particulars</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit Price (estimated)</i>	<i>Total</i>
Computer Continuous Form 11x14 7/8 subs 20, 3 ply 1 (FOR PAYROLL/FORM 7 PRINTING)	15	boxes	2,000.00	30,000.00
Computer Continuous Form 11x9 1/2 subs 20, 2 ply 2 (FOR REMITTANCE LIST)	15	boxes	1,700.00	25,500.00
Computer Continuous Form 11x9 1/2 subs 20, 1 ply 3 (FOR PAYSLLIP)	15	boxes	1,700.00	25,500.00
Expanding Envelope, legal size (STORAGE FOR 4 WORKING PAPERS)	2	boxes	1,600.00	3,200.00
5 Folder, pressboard, legal size (FOR PAYROLL FILE)	2	boxes	1,600.00	3,200.00
Printronix Ribbon-Extended Life (FOR 6 PAYROLL/REMITTANCE/PAYSLLIP PRINTING)	2	pc	4,700.00	9,400.00
Paper Multi copy 80 gsm A4 (FOR BILLFILE CHECKER 7 AND OTHER MISCELLANEOUS USE)	4	ream	270.00	1,080.00
Paper Multi copy 80 gsm legal (FOR MASTFILE 8 CHECKER AND SUMMARY OF ABSENCES)	4	ream	300.00	1,200.00
Ribbon for 2190/2180 Epson (FOR PRINTING OF 9 FORM 7)	15	pc	1,400.00	21,000.00
Toner Cartridge for Gestetner (FOR PRINTING OF 10 BILLFILE CHECKER)	1	pc	3,800.00	3,800.00
Ink for HP Deskjet 5810printer (FOR MASTFILE CHECKER/SUMMARY OF ABSENCES AND OTHER 11 MISC. USE.)	1	bottle	500.00	500.00
Common Use Supplies (Staplewire/Paper 12 Fastener/etc)	2	set	250.00	500.00
Share for the Preventive Maintenance of Printronix 13 Printers (twice a year)	2%	share	56,000.00	1,120.00
TOTAL				126,000.00

**Annex B-REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS
PRORATED COMPUTATION SUMMARY**

ELEMENTARY	72,916.00
JUNIOR HIGH SCHOOL	38,814.00
SENIOR HIGH SCHOOL	14,270.00
TOTAL	126,000.00

**REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS
PRORATED COMPUTATION - ELEMENTARY**

Dvision	School Name	MOOE	Percentage	Prorated Amount	Amount Deducted for April	Amount Deducted for June
Tangub City	Baluc ES	288,000	0.80%	1,003.00	501.50	501.50
Tangub City	Barangay Tres ES	331,000	0.91%	1,153.00	576.50	576.50
Tangub City	Garang ES	377,000	1.04%	1,313.00	656.50	656.50
Tangub City	Katagan ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Kauswagan ES	326,000	0.90%	1,136.00	568.00	568.00
Tangub City	Labuyo Elementary School	380,000	1.05%	1,324.00	662.00	662.00
Tangub City	Lumban ES	283,000	0.78%	986.00	493.00	493.00
Tangub City	Prenza ES	353,000	0.98%	1,229.00	614.50	614.50
Tangub City	San Antonio ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	San Apolinario ES	403,000	1.11%	1,404.00	702.00	702.00
Tangub City	Sta. Cruz ES	416,000	1.15%	1,449.00	724.50	724.50
Tangub City	Taguite ES	287,000	0.79%	1,000.00	500.00	500.00
Tangub City	Tangub City CS	1,384,000	3.83%	4,821.00	2,410.50	2,410.50
Tangub City	Vidasto Carillo ES	362,000	1.00%	1,261.00	630.50	630.50
Tangub City	Banglay ES	337,000	0.93%	1,174.00	587.00	587.00
Tangub City	Bitoon PS	282,000	0.78%	982.00	491.00	491.00
Tangub City	Bongabong ES	333,000	0.92%	1,160.00	580.00	580.00
Tangub City	Capalaran ES	331,000	0.91%	1,153.00	576.50	576.50
Tangub City	Capalaran West ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Hoyohoy ES	302,000	0.83%	1,052.00	526.00	526.00
Tangub City	Isidro D. Tan ES	369,000	1.02%	1,285.00	642.50	642.50
Tangub City	Kimat ES	296,000	0.82%	1,031.00	515.50	515.50
Tangub City	Manga ES	375,000	1.04%	1,306.00	653.00	653.00
Tangub City	Minsubong ES	341,000	0.94%	1,188.00	594.00	594.00
Tangub City	Salimpuno ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Silanga ES	389,000	1.08%	1,355.00	677.50	677.50
Tangub City	Sta. Maria CS	401,000	1.11%	1,397.00	698.50	698.50
Tangub City	Sto. Nino ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Tituron ES	308,000	0.85%	1,073.00	536.50	536.50
Tangub City	Villaba ES	369,000	1.02%	1,285.00	642.50	642.50
Tangub City	Aquino ES	371,000	1.03%	1,292.00	646.00	646.00
Tangub City	Balatacan Beach PS	282,000	0.78%	982.00	491.00	491.00
Tangub City	Balatacan ES	367,000	1.01%	1,278.00	639.00	639.00
Tangub City	Bocator ES	455,000	1.26%	1,585.00	792.50	792.50
Tangub City	Guinabot ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Guinalaban ES	329,000	0.91%	1,146.00	573.00	573.00

Tangub City	Kampit PS	282,000	0.78%	982.00	491.00	491.00
Tangub City	Lorenzo Tan Memorial CS	687,000	1.90%	2,393.00	1,196.50	1,196.50
Tangub City	Matugnao ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Owayan ES	282,000	0.78%	982.00	491.00	491.00
Tangub City	Paiton ES	363,000	1.00%	1,264.00	632.00	632.00
Tangub City	Panalsalan ES	373,000	1.03%	1,299.00	649.50	649.50
Tangub City	Pangabuan Beach ES	345,000	0.95%	1,202.00	601.00	601.00
Tangub City	San Vicente ES	290,000	0.80%	1,010.00	505.00	505.00
Tangub City	Sicot ES	311,000	0.86%	1,083.00	541.50	541.50
Tangub City	Silangit ES	351,000	0.97%	1,223.00	611.50	611.50
Tangub City	Simasay ES	319,000	0.88%	1,111.00	555.50	555.50
Tangub City	Sumirap CS	444,000	1.23%	1,546.00	773.00	773.00
Tangub City	Tugas ES	384,000	1.06%	1,337.00	668.50	668.50
Tangub City	Tumatyag PS	282,000	0.78%	982.00	491.00	491.00
Tangub City	Maloro Integrated School	571,000	1.58%	1,989.00	994.50	994.50
Tangub City	Pangabuan Integrated School	622,000	1.72%	2,166.00	1,083.00	1,083.00
Tangub City	Maquilao Integrated School	808,000	2.23%	2,814.00	1,407.00	1,407.00
Tangub City	Bintana Integrated School	393,000	1.09%	1,369.00	684.50	684.50
Tangub City	Polao Integrated School	427,000	1.18%	1,487.00	743.50	743.50
		20,935,000.00	57.870%	72,916.00	36,458.00	36,458.00

**REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS
PRORATED COMPUTATION - JHS**

Dvision	School Name	MOOE	Percentage	Prorated Amount	Amount Deducted for April	Amount Deducted for June
Tangub City	Banglay National High School	749,000	2.070%	2,609.00	1,304.50	1,304.50
Tangub City	Bintana Integrated School	367,000	1.014%	1,278.00	639.00	639.00
Tangub City	Bongabong National High School	601,000	1.661%	2,093.00	1,046.50	1,046.50
Tangub City	Caniangan National High School	749,000	2.070%	2,609.00	1,304.50	1,304.50
Tangub City	Lorenzo Tan National High School	1,522,000	4.207%	5,301.00	2,650.50	2,650.50
Tangub City	Mayor Alfonso Tan High School	534,000	1.476%	1,860.00	930.00	930.00
Tangub City	Silangit National High School	769,000	2.126%	2,678.00	1,339.00	1,339.00
Tangub City	Sta. Maria National High School	876,000	2.421%	3,051.00	1,525.50	1,525.50
Tangub City	Sumirap National High School	1,408,000.00	3.892%	4,904.00	2,452.00	2,452.00
Tangub City	Simasay National High School	669,000	1.849%	2,330.00	1,165.00	1,165.00
Tangub City	Maquilao Integrated School	757,000	2.093%	2,637.00	1,318.50	1,318.50
Tangub City	Maloro Integrated School	600,000	1.659%	2,090.00	1,045.00	1,045.00
Tangub City	Pangabuan Integrated School	706,000	1.952%	2,459.00	1,229.50	1,229.50
Tangub City	Polao Integrated School	502,000	1.388%	1,748.00	874.00	874.00
Tangub City	Paiton Integrated School	335,000	0.926%	1,167.00	583.50	583.50
		11,144,000.00	30.805%	38,814.00	19,407.00	19,407.00

**REGIONAL PAYROLL SERVICING UNIT (RPSU) BILLING FOR SUPPLIES AND MATERIALS
PRORATED COMPUTATION - SHS**

Dvision	School Name	MOOE	Percentag e	Prorated Amount	Amount Deducted for April	Amount Deducted for June
Tangub City	Banglay National High School	245,000	0.677%	853.00	426.50	426.50
Tangub City	Bintana Integrated School	155,000	0.428%	540.00	270.00	270.00
Tangub City	Bongabong National High School	187,000	0.517%	651.00	325.50	325.50
Tangub City	Caniangan National High School	332,000	0.918%	1,156.00	578.00	578.00
Tangub City	Lorenzo Tan National High School	749,000	2.070%	2,610.00	1,305.00	1,305.00
Tangub City	Mayor Alfonso Tan High School	160,000	0.442%	557.00	278.50	278.50
Tangub City	Silangit National High School	208,000	0.575%	724.00	362.00	362.00
Tangub City	Sta. Maria National High School	434,000	1.200%	1,512.00	756.00	756.00
Tangub City	Sumirap National High School	566,000	1.565%	1,972.00	986.00	986.00
Tangub City	Simasay National High School	201,000	0.556%	700.00	350.00	350.00
Tangub City	Maquilao Integrated School	338,000	0.934%	1,177.00	588.50	588.50
Tangub City	Maloro Integrated School	164,000	0.453%	571.00	285.50	285.50
	Pangabuan Integrated School	203,000	0.561%	707.00	353.50	353.50
	Polao Integrated School	155,000	0.428%	540.00	270.00	270.00
		4,097,000	11.325%	14,270.00	7,135.00	7,135.00