

April 4, 2024

**DIVISION MEMORANDUM**

No. 144, s. 2024

**DOWNLOADING OF ADDITIONAL MOOE FUNDS FOR PAYMENT OF  
COMPENSATION FOR ADMINISTRATIVE SUPPORT STAFF IN  
ELEMENTARY AND SECONDARY SCHOOLS**

To: Elementary and Secondary School Heads  
School Bookkeepers/Administrative Officer II  
Division Section Heads  
All Others Concerned  
This Division

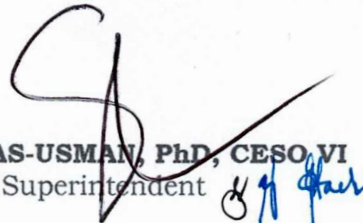
1. Relative to Memorandum OUF-2024-0075 entitled "*Authority to Download Additional Funds for Payment of Compensation for the Hiring of Administrative Support Personnel for Public Elementary and Secondary Schools charged to 2023 Continuing Funds of GMS-MOOE (Central Office)*", this office formally informs the field for the Eligible Schools for additional MOOE Funds for payment of Compensation for the School-based Administrative Support Staff in Elementary and Secondary Schools.
2. The Administrative Support Staff shall render services for the period of **April 1, 2024 to December 31, 2024**, in consideration of the monthly rate of **Nine Thousand Six Hundred Thirty-Six Pesos (Php 9,636.00)** to be paid after every 15<sup>th</sup> and last day of each month; subject to applicable withholding tax and corresponding deductions for tardiness, undertime and absence incurred during the month and submission of accomplishment report to justify payment, and shall also receive an **Additional Monthly Premium Cost** equivalent to Twenty Percent (20%) of its Basic Salary in the amount of **One Thousand Nine Hundred Twenty-Seven and 20/100 Pesos (Php 1,927.20)**, which will be downloaded to the Recipient Schools.
3. The **nine (9) months Premium Cost** is scheduled to be downloaded by the end of Fiscal Year 2024 and will be paid to the personnel **not earlier than December 5, 2024**.
4. School Heads are responsible for disbursing and liquidating the Contract of Service (COS) Compensation.
5. The Bookkeepers or Administrative Officers of the assigned school shall assist the School Head in the liquidation.



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

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6. Attached herewith is the list of Recipient Schools with additional MOOE funds for Compensating the Administrative Support Staff.
7. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

SAAU/LMCB/04-04-2024  
Under the following subjects:  
COA  
Rules and Regulations  
DepEd OUF



Address: Anecito Siete St. Mantic, Tangub City  
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Republic of the Philippines  
Department of Education  
Region X

SCHOOLS DIVISION OF TANGUB CITY

Enclosure to Division Memorandum No. 144, s. 2024

**Additional MOOE for Compensation of Administrative Officer Support Staff**

Recipient School	Name of Administrative Support Staff	Daily Rate	Basic Salary (22 days)	Premium Percentage	Monthly Premium Cost	Gross Salary	Total Basic Salary (9 months)	Total Premium Cost (9 months)	Additional MOOE Funds for Compensation of ASS
Aquino ES	Bacotot, Mardi Zelon E.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Balatacan ES	Benida, Eljun C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Baluc ES	Senarillos, Cheryll Mae E.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Banglay ES	Suazo, Loreto C. Jr.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Banglay NHS	Ogat, Jessiebelle M.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Bocator ES	Tuastumban, Naome F.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Bongabong ES	Muñez, Chitafe T.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Bongabong NHS	Pactol, Zenie N.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Caniangan NHS	Canino, Jenebeth J.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Capalaran ES	Hisola, Dailyn B.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Capalaran West ES	Suazo, Adelou C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Guinabot ES	Baritua, Reda Rio D.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Hoyohoy ES	Lucero, Shara Mae B.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Isidro D. Tan ES	Borja, Lester U.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Kampit ES	Ramirez, Princess Joy E.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Katagan ES	Lumingkit, Nikki T.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Kimat ES	Rudinas, Zesebelle G.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Labuyo ES	Ang, Andre Mar P.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Lorenzo Tan MCS	Mangindo, Wilson B.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Lorenzo Tan NHS	Burlat, Elicar E.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Maquilao IS	Bongo, Lady May Y.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Matugnao ES	Baconga, Rodgine L.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Mayor Alfonso Tan HS	Olivera, Paul Ryan U.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Minsubong ES	Esmael, Dhelma E.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Owayan ES	Catalon, Cristy Lyn S.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Paiton IS	Bonsubre, Miezal T.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Panalsalan ES	Gripio, Mercy S.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Prenza ES	Canete, Keri Lynn	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Salimpuno ES	Sarona, Karin Rose C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
San Antonio ES	Obenza, Crislee Marie Chan C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
San Apolinario ES	Sayre, Eddieliza R.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
San Vicente ES	Dimpaso, J-lloyd P.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sicot ES	Exiomo, Milcah S.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Silanga ES	Teleron, Krisha L.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Silangit ES		438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Silangit NHS	Dandan, Lilibeth G.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Simasay ES	Mandawe, Fe R.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Simasay NHS	Neri, Rubylyn D.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sta. Cruz ES	Langam, Karel B.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sta. Maria CS	Dela Victoria, Genevieve	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sta. Maria NHS	Cordilla, Cheryl S.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sto. Nino ES	Calimpong, Jessel S.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sumitrap CS	Colanggo, Michael M.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Sumitrap NHS	Clarín, Analyn O.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Taguete ES	Rubia, Marchyl M.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Tangub City NHS	Bacotot, Odilon C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Titurón ES	Stone, Emely S.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Tugas ES	Tantano, Jaymen E.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Vidasto Carillo MES	Capisnon, Jenny Rose C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
Villaba ES	Alforque, Zekec Pamela C.	438.00	9,636.00	0.20	1,927.20	11,563.20	86,724.00	17,344.80	104,068.80
<b>TOTAL</b>			<b>481,800.00</b>	<b>0.20</b>	<b>96,360.00</b>	<b>578,160.00</b>	<b>4,336,200.00</b>	<b>867,240.00</b>	<b>5,203,440.00</b>

Prepared by:

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Administrative Officer II

Certified Correct:

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Availability of Funds:

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