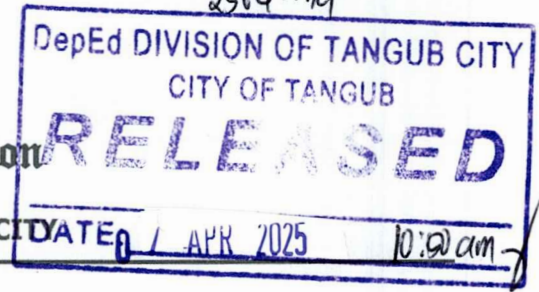




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



April 2, 2025

DIVISION MEMORANDUM
No. 121, s. 2025

**DOWNLOADING OF ADDITIONAL MOOE FUNDS FOR PAYMENT OF
COMPENSATION FOR ADMINISTRATIVE SUPPORT STAFF IN
ELEMENTARY AND SECONDARY SCHOOLS C.Y. 2025**

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

1. Relative to Memorandum DM-OUF-2025-0083 entitled "*Guidelines on the Renewal and Hiring of School-Based Administrative Support Staff Under Contract of Service for the Provided Eligible Schools*", 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 **February 10, 2025 to December 31, 2025**, in consideration of the monthly rate of **Ten Thousand One Hundred Forty-Two Pesos (Php 10,142.00)** to be paid after every 15th and last day of each month and a **Premium Rate of 12.5%**; 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
3. As a general rule, the payment of salary and premium of the Administrative Support Staff shall be made by the school concerned in accordance with the following procedures:
 - a. The hired CoS personnel shall prepare their **Accomplishment Report** and **Daily Time Record (DTR)**
 - b. The schools, upon review of the accomplishment report and DTR, shall pay the salary of the Administrative Support Staff and submit the required documents for liquidation of CoS salary to the SDO. The **Accomplishment Report, DTR** and **Notarized Service Agreement** shall be attached.



Republic of the Philippines
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4. The payment of Premium Cost shall be given in tranches, as follows:

Premium Payment	Payment Schedule
February 2025 to June 2025	June 2025
July 2025 to November 2025	December 2025
December 2025	January 2026

5. School Heads are responsible for disbursing and liquidating the Contract of Service (COS) Compensation.
6. The Bookkeepers or Administrative Officers of the assigned school shall assist the School Head in the liquidation.
7. Attached herewith is the list of Recipient Schools with additional MOOE funds for Compensating the Administrative Support Staff.
8. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

SAAU/LMCB/04-02-2025

Under the following subjects:

COA
Rules and Regulations
DepEd OUF



Republic of the Philippines
Department of Education

Region X

SCHOOLS DIVISION OF TANGUB CITY

Enclosure No.1 to Division Memorandum No. 120 s. 2025

ADDITIONAL MOOE FUNDS FOR PAYMENT OF COMPENSATION FOR ADMINISTRATIVE SUPPORT STAFF IN ELEMENTARY AND SECONDARY SCHOOLS C.Y. 2025

#	Recipient School	Name of Administrative Support Staff	Daily Rate	Basic Salary (22 days)	Premium Percentage	Monthly Premium Cost	Gross Salary	Basic Salary based on Service Contract			Premium Cost based on Service Contract			Total Additional MOOE Funds for Compensation of ASS
								February 10-28, 2025 (15 days)	March 1, 2025 to December 31, 2025 (10 months)	TOTAL	February 10-28, 2025 (15 days)	March 1, 2025 to December 31, 2025 (10 months)	TOTAL	
1	Aquino ES	Bacotot, Mardi Zelon E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
2	Balatacan ES	Benida, Eljun C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
3	Baluc ES	Senarillos, Cheryl Mae E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
4	Banglay ES	Suazo, Loreto C. Jr.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
5	Banglay NHS	Ogat, Jessiebell M.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
6	Bocator ES	Tuastomban, Naome F.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
7	Bongabong ES	Muñoz, Chitafe T.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
8	Bongabong NHS	Pactol, Zenie N.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
9	Caniangan NHS	Canino, Jenebeth J.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
10	Capalaran ES	Hisola, Dailyn B.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
11	Capalaran West ES	Suazo, Adelou C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
12	Guinabot ES	Baritua, Reda Rio D.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
13	Hoyohoy ES	Lucero, Shara Mae B.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
14	Isidro D. Tan ES	Borja, Lester U.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
15	Kampit ES	Ramirez, Princess Joy E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
16	Katagan ES	Lumingkit, Nikki T.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
17	Kimat ES	Rudinas, Zesebelle G.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
18	Labuyo ES	Ang, Andre Mar P.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
19	Lorenzo Tan MCS	Mangindo, Wilson B.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
20	Lorenzo Tan NHS	Burlat, Elicar E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
21	Maquilao IS	Bongo, Lady May Y.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
22	Matugnao ES	Baconga, Rodgine L.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
23	Mayor Alfonso Tan HS	Oliver, Paul Ryan U.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
24	Minsubong ES	Esmael, Dhelma E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
25	Owayan ES	Catalon, Cristy Lyn S.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
26	Paiton IS	Bonsubre, Miezal T.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
27	Panalsalan ES	Gripio, Mercy S.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
28	Prenza ES	Cañete, Keri Lynn L.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
29	Salimpuno ES	Sarona, Karin Rose C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
30	San Antonio ES		461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
31	San Apolinario ES	Sayre, Eddie Liza R.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
32	San Vicente ES	Dimpaso, J-llyod P.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
33	Sicot ES	Exiomo, Milcah S.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
34	Silanga ES	Teleron, Krizha L.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
35	Silangit ES	Ubpon, Rhasol C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
36	Silangit NHS		461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
37	Simasay ES	Mandawe, Fe R.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
38	Simasay NHS	Neri, Rubylyn D.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF TANGUB CITY

Enclosure No.1 to Division Memorandum No. 109 s. 2025

ADDITIONAL MOOE FUNDS FOR PAYMENT OF COMPENSATION FOR ADMINISTRATIVE SUPPORT STAFF IN ELEMENTARY AND SECONDARY SCHOOLS C.Y. 2025

#	Recipient School	Name of Administrative Support Staff	Daily Rate	Basic Salary (22 days)	Premium Percentage	Monthly Premium Cost	Gross Salary	Basic Salary based on Service Contract			Premium Cost based on Service Contract			Total Additional MOOE Funds for Compensation of ASS
								February 10-28, 2025 (15 days)	March 1, 2025 to December 31, 2025 (10 months)	TOTAL	February 10-28, 2025 (15 days)	March 1, 2025 to December 31, 2025 (10 months)	TOTAL	
39	Sta. Cruz ES	Langam, Karel B.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
40	Sta. Maria CS	Dela Victoria, Genevieve B.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
41	Sta. Maria NHS	Cordilla, Cheryll S.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
42	Sto. Nino ES	Calimpong, Jessel E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
43	Sumirap CS	Alfeche, Jaycer B.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
44	Sumirap NHS		461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
45	Taguite ES	Rubia, Marchyl M.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
46	Tangub City NHS	Bacotot, Odilon C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
47	Tituron ES	Stone, Emely S.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
48	Tugas ES	Tantano, Jaymen E.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
49	Vidasto Carillo MES	Capisnon, Jenny Rose C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
50	Villaba ES	Alforque, Zekee Famel C.	461.00	10,142.00	0.125	1,267.75	11,409.75	6,915.00	101,420.00	108,335.00	864.38	12,677.50	13,541.88	121,876.88
TOTAL				507,100.00	0.125	63,387.50	570,487.50	345,750.00	5,071,000.00	5,416,750.00	43,219.00	633,875.00	677,094.00	6,093,844.00

Prepared by:

Certified Correct:

Availability of Funds:

Reviewed by:

LOVELY MARYGOLD C. BORJA
Administrative Officer II

CARELYN L. VILLEGAS
Administrative Officer IV/ HRMO II

MARITES C. SUMINGUIT
Administrative Officer V/ Budget Officer III

ANNA DAPHNE C. MUGAR
Accountant III