**N O T I C E**

June 6, 2014

**TO: ALL ELEMENTARY AND SECONDARY SCHOOL HEADS/PRINCIPALS**

**RE: REALIGNMENT OF MOOE TO CAPITAL**

**OUTLAY (CO)**

**EFFECTIVE THIS MONTH, YOU MAY NOW SUBMIT YOUR REQUEST FOR REALIGNMENT OF ALLOTMENTS, FROM MOOE TO CO, PROVIDED THE FOLLOWING DOCUMENTS ARE ATTACHED TO THE LETTER-REQUEST:**

1. **LATEST SAOB – STATEMENT OF ALLOTMENTS AND OBLIGATIONS (FOR SECONDARY FISCALLY AUTONOMOUS SCHOOLS ONLY),**
2. **CERTIFICATION THAT THE SAVINGS WAS GENERATED OUT OF TRAINING EXPENSES AND PURCHASE OF SUPPLIES (FOR 2ND OR 3RD QUARTER SUBMISSION),**

**Deadline – August 29, 2014**

1. **CERTIFICATION THAT THE SAVINGS GENERATED WAS OUT OF THE PROGRAMMED MANDATORY EXPENDITURES SUCH AS: WATER, POWER AND TELEPHONE SERVICES, PETROLEUM, OIL AND LUBRICANTS, (FOR 4TH QUARTER SUBMISSION),**

**Deadline – September 30, 2014**

1. **2014 ANNUAL PROCUREMENT PLAN (APP)/ SUPPLEMENTAL APP (IF NO PRIOR SUBMISSION OF APP),**
2. **INVENTORY OF EQUIPMENTS.**

**The above documents must be submitted to BUDGET UNIT, Division Office of Camarines Sur for consolidation and endorsement of the Schools Division Superintendent to Regional Office.**