



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

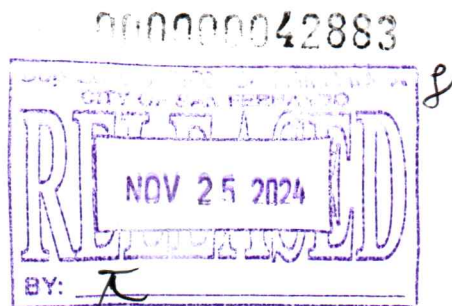
November 25, 2024

DIVISION MEMORANDUM  
NO. 881 S, 2024

**SUBMISSION OF DOCUMENTS FOR NEWLY ESTABLISHED SCHOOLS  
AND SENIOR HIGH SCHOOLS OFFERING/IMPLEMENTING NEW  
STRANDS IN SUPPORT OF MOOE REQUESTS**

TO: Assistant Schools Division Superintendent  
Public Schools District Supervisor  
School Heads of Public Secondary Schools  
School Heads of Public Elementary Schools  
All Others Concerned

1. This memorandum is issued for the purpose of requesting the allocation of Maintenance & Other Operating Expenses (MOOE) to DepEd Regional Office. This request aims to support the operational expenses of all newly established schools and Senior High Schools offering/implementing new strands that do not have MOOE allocation for the current year and the inclusion thereof in the next calendar year.
2. In order to process the request, the following documents must be submitted to the Budget Unit:
  - a. Request Letter
  - b. Permit to Operate
  - c. Duly Signed/Approved Form 3
  - d. List of Learners (for new strands being offered)
3. Wide dissemination of this memorandum is hereby enjoined.



*[Signature]*  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

OSDS-BUDGET-DM-2024  
25November2024



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