



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

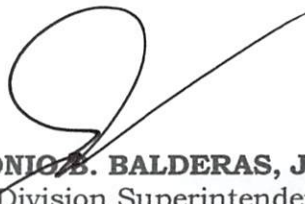
21 October 2026

DIVISION MEMORANDUM
No. 692 s. 2026

**REMINDER ON THE SUBMISSION OF
FY 2027 MONTHLY DISBURSEMENT PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the **Regional Memorandum No. 662 s. 2026** dated **October 9, 2026**, Seminar-Workshop on the Preparation of FY 2027 Budget Execution Documents (BEDs) and Encoding on the Unified Reporting System (URS) this Office reminded the submission of Monthly Disbursement Program on or before **October 22, 2026** via google link for secondary <https://docs.google.com/spreadsheets/d/1Ho1TMj> and for elementary <https://docs.google.com/spreadsheets/d/19DS2dHtcZZSNW-V0P7w>.
2. The purpose of the Monthly Disbursement Program for School MOOE Fund is to ensure the timely and systematic release of Maintenance and Other Operating Expenses (MOOE) funds to schools to support their day-to-day operations, maintenance, and other essential school activities. It also aims to ensure the proper utilization, monitoring, and liquidation of funds in accordance with existing government accounting and auditing rules and regulations.
3. For immediate dissemination and strict compliance of this Memorandum are desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: None
Reference: RM No, 662 s. 2026
To be indicated in the Perpetual Index
under the following subjects:

SUBMISSION OF FY 2027 MDP

Accounting Unit- reminder on the submission of fy 2027 monthly disbursement program
ACCIEMLO-001768/October 21, 2026



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