



DIVISION MEMORANDUM

February 5, 2016

No. 13 S. 2016

TO: ALL SCHOOL HEADS/SCHOOL PRINCIPALS/SICs
Elementary and Secondary

ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS/DISTRICT-IN-CHARGE/COORDINATING PRINCIPALS

SUBJECT: SUBMISSION OF FY 2017 MOOE SCHOOL OPERATING BUDGET PROPOSAL (SOBP)

1. Based on the e-BEIS data provided by the Division Planning Unit, the computation for 2017 MOOE Budget has already been proposed by the Division Budget Unit. Attached is the Proposed Annual MOOE Budget per School for 2017. Factors used in the computation have been retained using the Boncodin formula.
2. To avoid realignment of an appropriation by object for 2017, you are hereby directed to submit School Operating Budget Proposal for 2017 by object of expenditure (e.g. Travelling Expenses, Electricity Expenses, etc.) according to your school needs. You may use your School Operating Budget (SOB) 2016 or your Actual Summary of Expenses during 2015 for your projections next fiscal year.
3. The deadline for submission is on **February 19, 2016**.

Secondary Schools:

Secondary Schools shall submit directly to the Budget Unit of the Division Office.
Specifications: One copy A4 size per school without folder.

Elementary Schools:

Elementary Schools shall be consolidated by their respective District before submission. Please coordinate with your respective District Senior Bookkeeper.

Specifications: One copy A4 size per school consolidated in 1 folder per district.

4. See attached 2017 SOBP (School Operating Budget Proposal) format. You can download the MS Excel Template at Downloadables/Form, www.depedmisor.net.
5. For strict compliance.

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent





BONCODIN FORMULA

Computation of School's MOOE

School's MOOE = Fixed amount + (Allowable amount x Number of Classrooms) + (Allowable amount x Number of Teachers) + (Allowable amount x Number of Learners) + (Allowable amount x Number of Graduating Learners)

There are two components in the formula, the **fixed** and **variable** costs.

The **fixed amount** for every school would be:

- Elementary School P40,000
- High School P80,000

The **variable costs** are the following:

Basis	Elementary School	High School
Every Classroom	P3,000	P6,000
Every Teacher	P4,000	P8,000
Every Learner	P200	P400
Every Graduating Learner	P250	P250

Assume that Alubijid Central School has 250 enrollees, 6 teachers, 5 classrooms and 8 graduating pupils:

Applying the formula, the school's MOOE would be:

$$\begin{aligned} &= P40,000 + (P3,000 \times 5) + (P4,000 \times 6) + (P200 \times 250) + (P250 \times 8) \\ &= P40,000 + (P15,000) + (P24,000) + (P50,000) + (P2000) \\ &= P131,000 \end{aligned}$$

E-BEIS Data needed:

Name of School: _____

Factor	Description	Data
No. of Classrooms	No. of Instructional Rooms (Standard Size) as of December 31, 2015 (excluding condemned classrooms)	
No. of Teachers	No. of Teachers Actually Working as of December 31, 2015	
No. of Learners	Total Enrolment Based on EBEIS BOSY as of June 5, 2015-2016	
No. of Graduating Learner	No. of Graduating Learners (Grade 6/Grade 10 Enrolment EBEIS SY 2015-2016)	



(Name of School)

District/Municipality/Province

SCHOOL OPERATING BUDGET PROPOSAL (SOBP) Calendar Year 2017

Object of Expenditure	Percent age	Amount
Proposed Annual Budget for 2017 (Boncodin Formula)		₱
Less: 5% Tax		
Net Annual MOOE Budget		
Maintenance & Other Operating Expenses		₱
Traveling Expenses - Local		
Training & Seminars Expenses (GAD, INSET)		
Office Supplies Expenses		
Drugs and Medicines Expenses		
Medical, Dental & Laboratory Expenses		
Water Expenses		
Electricity Expenses		
Telephone Expenses - Landline		
Telephone Expenses - Mobile		
Internet Subscription Expenses		
Janitorial Services		
Security Services		
Repair & Maintenance - School Buildings		
Repair & Maintenance - Machinery		
Repair & Maintenance - Office Equipment		
Repair & Maintenance - ICT Equipment		
Repair & Maintenance - Motor Vehicles		
Repair & Maintenance - Furniture & Fixtures		
Fidelity Bond Premiums		
Insurance Expenses		
Printing and Publication Expenses		
Representation Expenses		
Transportation and Delivery Expenses		
TOTAL PROPOSED MOOE BUDGET (NET OF 5% TAX)	100.00%	₱

Prepared by:

Recommending Approval:

NAME OF SCHOOL HEAD
Designation

MARK LORREN T. TEJANO
AO V - Budget Officer III