



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

February 28, 2024


DIVISION MEMORANDUM

OSDS-2024- 202

**RELEASE OF THE ADDITIONAL MOOE FOR THE PAYMENT OF
 COMPENSATION FOR THE HIRING OF ADMINISTRATIVE SUPPORT
 PERSONNEL FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

TO: Public Schools District Supervisors
 District Coordinating Principals
 Secondary and Elementary School Administrator
 District and School Administrative Assistants
 All Concerned Personnel

1. Please be informed of the release of Additional MOOE for the payment of compensation for the hiring of Administrative Support Personnel for Public Elementary and Secondary Schools. This allocation shall be utilized for the employment of administrative support personnel under the Job Order / Contract of Service arrangement to provide services to schools that cannot be clustered due to geographical isolation.
2. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) are required. Request for release of the said allocation shall be in a quarterly basis starting in the second quarter of this year together with the regular MOOE. Allotment for the month of March 2024 shall be included in the first release of this allocation.
3. Attached are the list of the schools that will receive Additional MOOE for the payment of compensation for the hiring of Administrative Support Personnel.
4. Immediate dissemination and compliance of this Memorandum is desired.


CRISTY C. EPE, CESO V
 Schools Division Superintendent

Encl.: As stated
 Reference:
 EN: memorandum2024/cdt



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ADMINISTRATIVE SUPPORT PERSONNEL FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS 2024

Daily Wage	No. of working days in a month	Salary	No. of months allocation Downloaded	Total	Premium	Premium Cost/mo	Total
a	b	c=axb	d	e=cxd	f	g = e x f	h=e+f
443.00	22	9,746.00	10	97,460.00	20%	19,492.00	116,952.00

Note:

Salary shall be paid in a monthly basis

Premium shall be paid on May and November

Computation of Premium Cost:

$$\begin{array}{r}
 9,746.00 \\
 \times \quad 20\% \\
 \hline
 = 1,949.00 \\
 \times \quad 5 \text{ months} \\
 \hline
 9,745.00
 \end{array}$$



ADDITIONAL MOOE FOR HIRING OF ADMINISTRATIVE SUPPORT STAFF -2024

	Gross Salary Wages
ELEMENTARY SCHOOLS	
COMPOSTELA EAST	
Lower Panansalan ES	116,952.00
Panansalan Integrated School	116,952.00
Putting Bato Elementary School	116,952.00
COMPOSTELA WEST	
Corazon C. Aquino ES	116,952.00
LAAK NORTH DISTRICT	
Buhi ES	116,952.00
Concepcion ES	116,952.00
Kidawa ES	116,952.00
L.S. Sarmiento ES	116,952.00
Lower Ampawid ES	116,952.00
Malinao ES	116,952.00
Melale ES	116,952.00
Mansinao-An Elementary School	116,952.00
Amogad Elementary School	116,952.00
LAAK SOUTH DISTRICT	
Amorcruz ES	116,952.00
Bagong Silang ES	116,952.00
Binasbas ES	116,952.00
Bullokán ES	116,952.00
Ceboleđa ES	116,952.00
Dalindim ES	116,952.00
Imelda ES	116,952.00
Inakayan ES	116,952.00
Mabuhay ES	116,952.00
Mangloy ES	116,952.00
Naga ES	116,952.00
Panamoren ES	116,952.00
Tigasa ES	116,952.00
Tuk-an ES	116,952.00
MABINI DISTRICT	
Anitapan ES	116,952.00
Cabuyoan ES	116,952.00
Cadunan ES	116,952.00
Del Pilar ES	116,952.00
Kapoc ES	116,952.00
Mambatang ES	116,952.00
Manasa ES	116,952.00
Masicareg ES	116,952.00
San Antonio ES	116,952.00
Tagbalabao ES	116,952.00

ADDITIONAL MOOE FOR HIRING OF ADMINISTRATIVE SUPPORT STAFF -2024

	Gross Salary Wages
MACO NORTH DISTRICT	
Bucana ES	116,952.00
Elizalde ES	116,952.00
Hijo ES	116,952.00
Lapulapu ES	116,952.00
Liboac ES	116,952.00
Lumatab ES	116,952.00
Magangit ES	116,952.00
New Asturias ES	116,952.00
New Barili ES	116,952.00
MACO SOUTH DISTRICT	
Dumlan ES	116,952.00
Kaburakanan ES	116,952.00
Tagbaros ES	116,952.00
Teresa ES	116,952.00
Masara IS	116,952.00
MARAGUSAN EAST DISTRICT	
Bahi ES	116,952.00
Caragan ES	116,952.00
Kaluyapi ES	116,952.00
New Manay ES	116,952.00
New Negros ES	116,952.00
Paloc ES	116,952.00
Tandik ES	116,952.00
Tuburan ES	116,952.00
MARAGUSAN WEST DISTRICT	
Bagong Silang ES	116,952.00
Mabugnao ES	116,952.00
Mahayahay ES	116,952.00
New Katipunan ES	116,952.00
Parasanon IS	116,952.00
Saranga ES	116,952.00
MONKAYO EAST DISTRICT	
Depot ES	116,952.00
Inambatan ES	116,952.00
Macopa ES	116,952.00
Mamonga ES	116,952.00
Mt. Diwata ES	116,952.00
Olaycon Integrated School	116,952.00
Pasian ES	116,952.00
Rizal Memorial ES	116,952.00



ADDITIONAL MOOE FOR HIRING OF ADMINISTRATIVE SUPPORT STAFF -2024

	Gross Salary Wages
MONKAYO WEST DISTRICT	
Anagase IS	116,952.00
Baylo ES	116,952.00
Cabangkalan IS	116,952.00
Danggayon Integrated School	116,952.00
Haguimitan ES	116,952.00
Liwanag ES	116,952.00
Moria ES	116,952.00
Calinogan ES	116,952.00
MONTEVISTA DISTRICT	
Banagbanag ES	116,952.00
Bankerohan Sur ES	116,952.00
Cabangatan ES	116,952.00
Camantangan ES	116,952.00
Magtaya ES	116,952.00
Mayaon ES	116,952.00
New Dalaguete ES	116,952.00
New Visayas ES	116,952.00
Sambayon ES	116,952.00
NABUNTURAN EAST DISTRICT	
Tugunan ES	116,952.00
NEW BATAAN DISTRICT	
Andap ES	116,952.00
Batinao ES	116,952.00
Magangit Integrated School	116,952.00
Manurigao Integrated School	116,952.00
Mapaso ES	116,952.00
Pagsilaan ES	116,952.00
San Isidro ES	116,952.00
San Roque ES	116,952.00
Simsimen ES	116,952.00
Tandawan	116,952.00
Taytayan ES	116,952.00
Uduan ES	116,952.00
PANTUKAN NORTH DISTRICT	
Bongabong ES	116,952.00
Eduardo H. Maquidato, Sr. ES	116,952.00
Gumayan Integrated School	116,952.00
Panganason ES	116,952.00
Tagdangua ES	116,952.00

ADDITIONAL MOOE FOR HIRING OF ADMINISTRATIVE SUPPORT STAFF -2024

	Gross Salary Wages
PANTUKAN SOUTH DISTRICT	
Araibo ES	116,952.00
Biasong ES	116,952.00
Binogsayan ES	116,952.00
Liniputan ES	116,952.00
Piasusuan ES	116,952.00
Pulang Lupa ES	116,952.00
Sarog ES	116,952.00
JUNIOR HIGH SCHOOLS NON-IMPLEMENTING UNITS	
Andap National High School	116,952.00
Anitapan National High School	116,952.00
Araibo National High School	116,952.00
Bagong Silang National High School	116,952.00
Bahi National High School	116,952.00
Corazon C. Aquino National High School	116,952.00
Depot Ancestral Domain National High School	116,952.00
Elizalde National High School	116,952.00
Kidawa National High School	116,952.00
Langgawisan National High School	116,952.00
Mabuhay National High School	116,952.00
Mangloy National High School	116,952.00
Mayaon National High School	116,952.00
Melale National High School	116,952.00
Paloc National High School	116,952.00
Panibasan National High School	116,952.00
Pasian National High School	116,952.00
Teresa National High School	116,952.00

15,554,616.00