



Republic of the Philippines
Department of Education
Region 1
Schools Division of La Union
MACALVA ES
AGOO, LA UNION

Date: September 18, 2025

JOHN DOE

Schools Division Superintendent
DEPED La Union Schools Division
San Fernando City, La Union

Sir:

Requesting for cash advance to School MOOE for the month of September 2025, amounting to Php 50,000.00.

LIST OF PRIORITIES
September 2025

Expense	Amount
ELECTRICITY EXPENSE	25,000.00
WATER EXPENSE	25,000.00
TOTAL	50,000.00

Prepared by:

SCHOOL HEAD 1
School Head

Approved by:

JOHN DOE
Schools Division Superintendent

Certified Correct:

JOHN DOE
Accountant III