

### 3. Granting of Fund Transfer of MOOE Allocation to Schools

*To release MOOE allocation of schools for disbursement including other funds managed by schools in support for continuous learning programs and expenditures on the usual school operations*

<b>Office or Division:</b>	Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	Non-Implementing Unit (Non-IU) Elementary and Secondary Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Obligation Request and Status (3 copies)		Requesting School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Obligation Request and Status attached with the MDP/WFP for the year	1.1. Receive the Obligation Request and Status and check the amounts with the Monthly Disbursement Program.	None	4 hours	Budget Section
	1.2. Prepare the Payroll, Journal Entry Voucher, Disbursement Voucher and assigning corresponding ORS and DV number.	None	1 working day	Administrative Assistant/ Senior Bookkeeper
	1.3. Forward the JEV, DV, Payroll with supporting documents to the authorized signatories for their approval	None	4 hours	Administrative Assistant/ Senior Bookkeeper
	1.4. Forward the approved DV with attachments to Cashier for the crediting of allotment on the respective bank account of school	None	1 working day	Cashier Personnel
<b>TOTAL:</b>		<b>None</b>	<b>3 working days</b>	