



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

No. 0379s. 2022

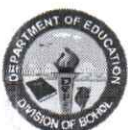
June 06, 2022

**ATTENDANCE TO NON-DEPED  
ORGANIZED TRAININGS, SEMINARS ETC.**

To:

Assistant Schools Division Superintendents  
Chiefs – CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. The Schools Division Office has received numerous proposals and requests from the field to attend to trainings, seminars, workshops, conferences and other capacity-building activities organized by non-DepEd institutions. This Office reminds that the school Maintenance and Other Operating Expenses (MOOE) shall be used, subject to **availability of funds** and **prioritization of mandatory expense items**, and must be in accordance with the existing budgeting, accounting, procurement and auditing rules and regulations. With this, the School must see to it that the intended utilization of the school MOOE must be in such a way that the monthly mandatory expenses like utility bills, payment of Contract of Service, procurement of supplies, among others, must be prioritized.
2. Effective immediately, all proposals or requests to attend to a non-DepEd organized trainings, seminars, workshops, conferences and other capacity building activities shall pass through the Accounting Unit for comment as to the allowed expenses that can be charged to the school MOOE so that excessive training expenses related to in attending non-DepEd organized activities shall be regulated. This also covers to capability-building activities initiated by the school/district as identified in the approved School Improvement Plan (SIP) for implementation in the current year and as specifically determined in the Annual Implementation Plan (AIP) and Annual Procurement Plan (APP). Requests/Proposals must be submitted ahead of time.
3. Finally, attendance to trainings, seminars, workshops, conferences and other capacity-building activities shall be approved in the following manner as



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Behold...  
**BOHOL**

prescribed in DepEd Order No. 022, s. 2019 (Guidelines on Official Local Travels in the Department of Education).

Office/Positions	Approving Official	
	Recommending Approval	Approval
<b>Division Office</b>		
1. Schools Division Superintendent	-	Regional Director – for destinations outside the Region only
2. Assistant Division Superintendent	-	SDS – for destination within the Region
	SDS – for destinations outside the Region	RD – for destinations outside the Region
3. Division Chief	ASDS	SDS
4. Below Division Chief including PSDS	Division Chief	SDS
<b>School</b>		
5. School Head	ASDS	SDS
6. Teaching and Non-Teaching personnel	-	School Head – for destinations within the Division
	School Head – for destinations outside the Division	SDS – for destinations outside the Division

4. Immediate dissemination of this memorandum is desired.

**BIANITO A. DAGATAN Ed.D CESO V**  
Schools Division Superintendent

