



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

October 9, 2024

DIVISION MEMORANDUM
No. 490, s. 2024

**REORIENTATION WORKSHOP ON WEB-BASED MONITORING SYSTEM OF SCHOOL
MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) FUNDS**

To: Assistant Schools Division Superintendent
Chief – SGOD
Chief – CID
Public Schools District Supervisors
Selected Non - Implementing Unit School Heads
Accounting Unit Personnel
Administrative Officers II
Administrative Assistant III (ADAS III)/Senior Bookkeeper
All Others Concerned

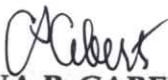
1. With reference to Memorandum OUF-2024-0762 – School Maintenance and Other Operating Expenses Web-Based Monitoring System Usage (**ANNEX 1**), this office announces the Re-orientation Workshop on the Web-Based Monitoring System of School Maintenance and Other Operating Expenses (MOOE) Funds on October 21 – 23, 2024 at the Bohol Tropics Resort, Graham Avenue, Tagbilaran City.
2. In view hereof, **all Non-IUs Senior Bookkeepers, 1 Administrative Officer II and 1 School Head** including the selected Accounting Personnel of the Schools Division Office proper are directed to attend the said Seminar-Workshop. Attendance at this re-orientation workshop is mandatory and shall be monitored by the SDO Accounting Unit. Strictly **NO PROXY** is allowed. A participant who is unable to attend must submit a letter addressed to the SDS explaining their absence.
3. Participants are reminded to be at the venue on or before the time and shall, by no means, be doing activities other than attending and participating in the said orientation workshop. Immediately after this reorientation, each district delegate will conduct a District-based reorientation workshop for the School Heads/ Accountable Officers between October 28 – 31, 2024. Meals and travelling expenses of the School Heads during the District cascading will be charged against the respective schools MOOE.
4. The registration will be distributed among all schools. The shared amount of Two Hundred Eighty-Nine Pesos (PhP289) will be deducted from the October 2024 MOOE. Travelling



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expenses and applicable Daily Travel Expenses are chargeable against their respective School MOOE funds for the School Heads and Administrative Officers II and SDO MOOE fund for the Senior Bookkeepers, subject to usual accounting, COA auditing rules and regulations.

5. SDO Finance Personnel will be at the venue starting October 21 to 23, 2024, while district participants are scheduled in batches.
6. Participants shall bring a copy of the following documents:
 - >For the team/district
 - a. Bank Book (*reflecting January 2024 to present transactions*)
 - b. Checkbook (*2024 transactions*)
 - c. Disbursement vouchers for the month of January 2024 including **ALL** supporting documents (*Procurement documents, supplier's Official Receipts and invoices, duplicate copy of checks, CDR*)
 - d. Manual Journal Entry Vouchers (*January 2024*)
 - e. EFRS JEV (*January 2024*)
 - >Each/individual participant
 - f. Laptop
 - g. If possible, extension wire
 - h. and own internet modem/device
7. This memorandum shall serve as your **travel authority**. The full list of participants and their schedule is provided in **ANNEX 2**.
8. Immediate and wide dissemination of this memorandum is hereby directed.


CASIANA P. CABERTE, PhD CESO VI
OIC - Schools Division Superintendent 

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder

MEMORANDUM

OUF-2024-0702

ANNEX I

TO : SALUSTIANO T. JIMENEZ
Regional Director
Region VII

FROM : ANNALYN M. SEVILLA
Undersecretary

SUBJECT : SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES
WEB-BASED MONITORING SYSTEM USAGE

DATE : September 18, 2024

This refers to the implementation and use of the School Maintenance and Other Operating Expenses (MOOE) Web-Based Monitoring System, a system for monitoring the release, receipt, utilization, and reporting of School MOOE Funds.

For reference, Memorandum OUF-2021-0880, dated December 28, 2021, was issued for the adoption and implementation of the web-based monitoring system for School MOOE funds, while Memorandum OUF-2023-0753, dated December 18, 2023, reiterated the use and implementation of the monitoring system. Both memoranda are attached as Annexes A and B, respectively. In addition, two (2) orientations were conducted regarding use and navigation of the monitoring system, the first one on October 11, 2021 and the other one on March 12, 2024.

As of September 6, 2024, 0.00% or 0 out of 3,750 schools in your Region with budget uploaded in the monitoring system have used the system, the breakdown is provided in the table below.

Region/Division	Schools with Budget Uploaded in System	Schools that encoded in System	Percentage Usage
REGION VII	3,750	0	0.00%
Division of Bais City	59	0	0.00%
Division of Bayawan City	92	0	0.00%
Division of Bogo City	38	0	0.00%
Division of Bohol	1,095	0	0.00%
Division of Carcar City	49	0	0.00%
Division of Cebu City	115	0	0.00%
Division of Cebu Province	1,109	0	0.00%
Division of Danao City	61	0	0.00%



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@deped.gov.ph

Region/Division	Schools with Budget Uploaded in System	Schools that encoded in System	Percentage Usage
Division of Dumaguete City	25	0	0.00%
Division of Guihulngan City	99	0	0.00%
Division of Lapu-lapu City	70	0	0.00%
Division of Mandaue City	45	0	0.00%
Division of Naga City	51	0	0.00%
Division of Negros Oriental	541	0	0.00%
Division of Siquijor	78	0	0.00%
Division of Tagbilaran City	24	0	0.00%
Division of Talisay City	44	0	0.00%
Division of Tanjay City	93	0	0.00%
Division of Toledo City	62	0	0.00%

This is to seek your support and cooperation to enhance the usage of the monitoring system in your Region in order to fully utilize the system that was developed to facilitate the utilization and reporting of the School MOOE funds.

For information and compliance.

Thank you.



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ENCLOSURE 2

SPEAKERS / RESOURCE PERSONS	GABINA F. LADARAN, CPA JOAN H. SERONDO
WORKSHOP FACILITATORS	DIANE CICELY A. JEMINEZ JASMIN C. ESTOSE MA. FRITZIE A. LUNGAY KAREN C. SOLIVA ADELENE GRACE P. MENDE RHEA C. ARAO-ARAO JEROME C. CAPUNO BLESS DAGONDON GLENDA SALVACION LOIDA GAUDICOS

WEB BASED MOOE MONITORING TRAINING OF TRAINORS PARTICIPANTS - BATCH 1 - OCTOBER 22, 2024

CD	1 SCHOOL HEAD (preferably computer proficient)	1 ADMINISTRATIVE OFFICER II (District / Central - Computer proficient)	SENIOR BOOKKEEPER (ALL assigned in ES and HS)			
			(1)	(2)	(3)	
CD 2	29	29	29	18	7	1
BIEN UNIDO	SORAIDA Q. GARCIA	IRENE JANE CALONIA	AILENE N. MACUA	MAY ANGELIE N. BUCSIT		
BUENAVISTA I	JAQUILOU A. DELA CRUZ	JAY ANNE R. NUEVA	RUBILYN D. PACALDO			
BUENAVISTA II	CRISTOPHER M. GUDIA	SAMANTHA G. VILLALONGJA	CARMELA C. SUMALINOG			
CLARIN	MA. ERCONIECA C. CABILLON	ROCHIE A. SABE	MARLYN M. BUSTALIÑO	FE C. MULA		
DAGOHUY	RUBIE A. TASIC	ERLINDA E. GALULA	MERLINDA C. TIMBAL			
DANAO	MAY AMOR A. QUINAL	VICTORIA P. NISTAL	MYRNA E. EVANGELISTA	MARIA BERNA V. VIODOR		
GETAFE I	MA. JULIETA C. CABADING	CARYL A. AYENTO	MERCY A. BUNTOD			
GETAFE II	SILVIANA T. AÑANA	MARLON G. LACIA	CLAIRE JOY C. ZAMORA			
INABANGA NORTH	JONACEL C. BANILAD	ESTELA N. DINAMPO	SABINO A. LOGRONO	LUCILLE P. PAGAUARA		
INABANGA SOUTH	JOVELYN A. SENSANO	CAROLYN G. CLOMA	IRENEA S. POSTANES			
PRES CPG	BOBBY P. MONTES	MARIBEL M. LOFRANCO	LIEZEL A. BAJAMONDE	JANETH B. GALUPO	CRISTOPHER B. ARANGCON	
SAGBAYAN	JEFFREY S. MONTEJO	FLORDELES D. ESTOR	NOREEN D. AMODIA	MARYJEAN G. SISICAN	MARILYN G. EMIA	
SAN ISIDRO	Mariles C. Limocon	Josefina G. Ursos	SYLVIA F. SUMATRA	BOOTS P. RAMO		
SAN MIGUEL	MESHEL H. SARONG	MA. REGINE T. ONCINES	ZENAIDA B. BONJOR	ELENA B. BULAQUEÑA	EVELYN C. NOTARTE	
TALIBON I	Faustino A. Autida	KEIZYL ANN A. CELMAR	ELSIE C. PILONGO	MARIA JOA V. MASIAS	FAITH C. HORMACHUELOS	
TALIBON II	Ana Marie F. Valmorla	Marissa A. Centino	Jenelyn T. Virtudazo	Cheryl Elio		
TRINIDAD I	Anafe A. Bongcayao	Eva Mae Ente	Josephine A. Bisnar	Exuperia Abelas		
TRINIDAD II	Judelyn J. Escartin	Ma. Corazon T. Acero	Generosa G. Napallacan			
UBAY I	NIÑO JAMES M. AVENIDO	RECKY L. MUNDOC	PATERNA B. GUCILA	JACINTA D. MARILLA		
UBAY II	MHEL A. MENDEZ	JOANNE GREG C. AYAG	MARI GRACE APAT			
UBAY III	Rubie Ann E. Ayuban	Ma. Leonora Autida	Ma. Ana F. Pollnar	Jea Grace L. Nuez		
ALICIA	STEPHEN P. OLAYVAR	HANNAH LYN E. INCGOG	MICHELLE V. BANAWA			
ANDA	Estrella C. Samson	Jaime D. Enriquez	Zenelyn O. Agdana	Chiela Jane A. Daniel		
CANDIJAY	Anabel A. Olaivar	Josephine B. Dacuno	Cristina B. Amora	Richie P. Perocho	Ruby T. Omila	Jessica A. Obera
DUERO	NENITA B. ALUPIT	AILEEN DALEN	DOLORES S. GLICO			
GUINDULMAN	LORETA R. CAGA-ANAN	Jade R. Coronel	Jennifer P. Galido	Maria Arlene N. Yecyec	Jo-Ann Galupo	
MABINI	Jia Mae E. Monsanto	Rhea Ann H. Relampagos	Naomi P. Ampoloquio			
PILAR	ANNABEL P. LUSICA PhD.	MICHELLE C. BACTASA	CARMINA J. ALBOROTO	EUGENE Y. FLORES		
SIERRA BULLONES	LOIDA RITA D. LUAYON	MELISSA MAE B. JUMAO-AS	LOIDA S. GAUDICOS	EVELYN B. ALOLINO	LORRAINE A. TADO	

WEB BASED MOOE MONITORING TRAINING OF TRAINORS PARTICIPANTS - BATCH 2 - OCTOBER 23, 2024

CD	1 SCHOOL HEAD (preferably computer proficient)	1 ADMINISTRATIVE OFFICER II (District / Central - Computer proficient)	SENIOR BOOKKEEPER (ALL assigned in ES and HS)		
			(1)	(2)	(3)
CD 1	29	29	29	16	3
ALBUR	Pablito A. Petallar	Danny C. Dajay	ISRAEL L. LOSENADA	CHARILYN M. BETONIO	
ANTEQUERA	Jane Mary Grace R. Ocon	Karen A. Dagamac	Marlou B. Licos	Evelyn C. Dacaldacal	
BACLAYON	SUSANA J. LIMBAGO	MARIA IVY A. OCLARIT	CHARESE MAE S. AGUIPO		
BALILIHAN	Helen H. Sario	Miraflor Sambayon	Sharon Annieby C. Rante		
CALAPE	KEITH B. TEMPLA	JANICE LIMOCON	JULIET VILLOREJO	EDDEL JAY MENIANO	
CATIGBIAN	MAE MIGRIÑO	REJANE H. AQUE	DORIS LACEA	GERALIN SALUDES	
CORELLA	DONABEL M. DATAHAN	GRACE M. DAQUIO	DOLORES L. TUTOR		
CORTES	MA. ZELDA S. MARATAS	REYNAMARIE ARENDAIN	ARVIN A. RAMOS	LORELIE T. CHATTO	
DAUIS	GLADYS FLOR ANGEL Y. DALOGDOG	MA. LOURDES P. ESTALLO	RONAN C. BONGALOS		
LOON NORTH	EVA C. REMIRATA	Alma C. Espina	Shiela Marie Maluenda	Angelito Cutor	
LOON SOUTH	FLORABEL C. GENSON	SHEILA L. BAJADE	BLESS R. DAGONDON	IAN MART A. SALAO	
MARIBOJOC	ELSA M. PALBAN	CRISTITA TORADIO	Gemma B. Miranda	Kristine Mae T. Colarte	
PANGLAO	Jemboy A. Valloso	Fiel Angelie A. Arbuyes	Juvy M. Loquellano		
SIKATUNA	Rosalina L. Centinales	Estrellito Ian A. Jawel	Jhonari C. Visaya		
TUBIGON EAST	EDNA M. PELPINOSAS	Diane S. Soriano	MANILYN L. YOSOYA	ARTEMIA MAGDOSA	
TUBIGON WEST	Janice T. Tapayan	Jackylou C. Villahermosa	Kristine Joy M. Alampayan	Maribel R. Arbasto	
BATUAN	ELENA S. BIGCAL	EUGENE S. CANADA	HEIDE G. PALER	AMABELLE D. PALINGCOD	
BILAR	Jonna C. Quiza	Juvy B. Enoc	Jocelyn H. Baygan	ANABELLE A. QUION	
Carmen 1	Dexter M. Dispo	Robelyn C. Loquias	Maria Lourdes M. Villamora		
Carmen 2	Natiper A. Bañados, PhD	HECTOR B. CURAN	Cristie V. Macabudbud		
Carmen 3	Maria Melba Labrador	Rona D. Cabajog	JEAN T. ABID		
DIMIAO	Veronica G. Japson	Jonna P. Madrio	Zerah Jane G. Ligtas		
Garcia Hernandez	Vincent O. Nalitan	Maridette L. Laron	Joan S. Cabunoc		
JAGNA	Almira R. Salabe	Rowena B. Millabangco	James Anthony A. Cruz	Deborah M. Tan	Melanie A. Tadios
LILA	Casiana G. Tatad	Cherry Pie B. Lomucso	Christian Rofelle E. Gamorot		
LOAY	FELICIANA A. JANUHAN	MARILYN JASMIN T. MAHINAY	MARY LEZLE B. ALJO		
LOBOC	ESTRELLIETA C. DULALAS	CHERRY ANN L. POCOT	GERRY C. ESTARES	DEBBIE P. PUJADAS	MARILOU W. BELLEZAS
SEVILLA	MARLYN M. PATACA	MARICEL D. GUINGAO	LUVELYN A. CUTIN	MA. LOURDES M. ARANZADO	
VALENCIA	Jesus T. Adem	Jessa Marie Sumayo	Sarah A. Tagud	Alberto Tagapia	NIDA P. SALISE