



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

Office of the Schools Division
Superintendent

November 8, 2024

INTER-OFFICE MEMORANDUM

No. 34, series of 2024

**SUBMISSION OF APPROVED MEMORANDUM WITH LIST OF SCHOOLS'
PARTICIPANTS WITH REGISTRATION FOR DEDUCTION ON THE LAST QUARTER
MOOE DOWNLOADING**

To: Assistant Schools Division Superintendents
Chief - SGOD
Chief - CID
Concerned Section/Unit Heads
All Others Concerned

1. This is in connection to all activities to be conducted this last quarter of 2024 where registration will be deducted from the respective participants' School MOOE.
2. The Accounting Unit together with the Internal Audit Section (IAS) is now processing the MOOE for downloading for the last quarter of 2024. In view hereof, all Activity Organizers are required to submit to the Accounting Unit/ IAS the Memorandum issued for the activity together with the list of participants and the amount to be deducted as registration per participant from the school MOOE **not later than November 25, 2024**, through the Division Accountant.
3. None submission of the above documents would mean No deduction of the registration from school MOOE. Settlement and monitoring of the activities that require registration from schools but are not deducted from the MOOE shall be the responsibility and accountability of the activity organizers. Cash /check payment should be made through the Cashier Section and will be deposited to the Trust Fund Account.
4. Immediate and wide dissemination of this memorandum is hereby directed.

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

11/8/24



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