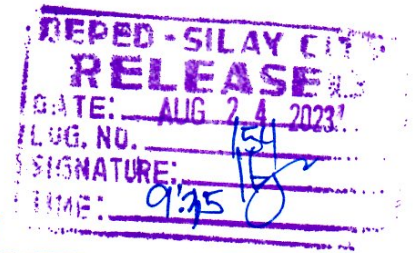




Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



August 22, 2023

DIVISION MEMORANDUM

No. 322, s.2023

**WORKSHOP ON THE CRAFTING OF SCHOOL MOOE
PROCESS AND REPORTING HANDBOOK (Part 3)**

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Working towards uniformity in the financial process with reference to the latest updates on the documentary requirements for common government transactions, and the strict implementation of the guidelines on the utilization of MOOE, a 3-series workshop is prepared to conceptualize the MOOE Accounting Handbook. Part 1 of the series was conducted last December 6-7, 2022; Part 2 on June 20-21, 2023 and Part 3 will be conducted on August 29-30, 2023 at the Industrial Arts Building of Silay North Elementary School.
2. Attached is the list of the participants to the activity who are the DO Accounting personnel; and the selected personnel handling MOOE liquidation and other finance functions of IU ang Non-IU schools.
3. Expenses related to the conduct of the activity shall be chargeable against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
4. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors and personal circumstances that run counter to the principles of equal opportunity.
5. Immediate and widest dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO, JR. EdD, CESO V
Schools Division Superintendent

Encls.: As stated

References:

Dep Ed Order: Nos. 008 & 029, s. 2019;
COA-DBM-DepEd JC No. 2019-1, s. 2019
COA Circular No. 2023-004

To be indicated in the Perpetual Index
under the following subjects:

FUNDS PROCEDURES MONITORING & EVALUATION



Rizal Street, Barangay III, Silay City, Negros Occidental, Philippines 6116

Website: www.depedsilaycity.com

Email Address: deped.silay@deped.gov.ph

Facebook Account: <https://www.facebook.com/DepEdSilayCity>

Contact Numbers: 468-5138 / 714-7017 / Public Assistance: +639060835438 / +639604762231



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY

Enclosure to Division Memo No. 577 s. 2023

1. Grace Dela Torre
2. Ronelyn Villarias
3. Martha Dioneda
4. Ruby Villarosa
5. Bambie Artesano
6. Mark Rheman Valladarez
7. Shiela Donayre
8. Marilyn Amador
9. Tristan Capiendo
10. Ruth Ramos
11. Andria Gulmatico
12. Mary Ann Bustamante
13. Rolyn Joy Caras
14. Charisse Pillon
15. Lourjelyn Segayo
16. Kimberly Janine Candelario
17. Shaira Gaston
18. Cherry Belle A. Pillon
19. Cheryll Junio
20. Aileen Marie Amador
21. Edinna Karen Gabrianna
22. Myra Roullo
23. Tyrene Castillo
24. Dawn Marie Arenga
25. Allen Joy Barro
26. Tiffany Joy Makilan
27. Lynie Sison
28. Joline Mae Yu
29. Joseph Areglado, Jr.
30. Frency Mer Balogo
31. Jun Mar de la Rama
32. Jean Pauleen Badian
33. Girlie Relles
34. Teresa Sidayon
35. Don Jose Eires Estimo
36. Vicente Biñas

