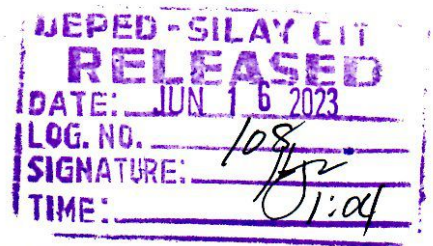




Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**



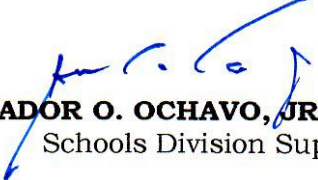
June 16, 2023

DIVISION MEMORANDUM  
No. 224, s.2023

**WORKSHOP ON THE CRAFTING OF SCHOOL MOOE  
PROCESS AND REPORTING HANDBOOK (Part 2)**

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 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 while Part 2 will be conducted on June 20-21, 2023, at the Nature's Village Resort.
2. Attached is the list of the participants to the activity who are the DO Accounting personnel; Accountant I, Senior Bookkeepers and Disbursing Officer or Accounting Assistant of IUs; and the Administrative Officers II, Administrative Assistants III and II handling MOOE liquidation and other finance functions assigned to the field of DepEd Silay City.
3. Expenses related to the conduct of the activity shall be chargeable in part against HRTD and MOOE/local funds subject to the usual accounting and auditing rules and regulations.
4. This activity shall be conducted following health protocols by the IATF such as wearing of face mask and observing physical distancing.
5. 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.
6. 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

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

FUNDS                      PROCEDURES                      MONITORING & EVALUATION



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Enclosure to Division Memo No. 224 s. 2023

**Accountant I**

1. Grace de la Torre

**Administrative Officer II:**

1. Ronelyn Villarias
2. Roxanne Jaranilla
3. Martha Dioneda
4. Ruby Villarosa
5. Bambie Artesano
6. Mark Rheman Valladarez
7. Sheila 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. Bambie Artesano
16. Kimberly Janine Candelario

**Administrative Assistant III:**

1. Katrina Peregrino
2. Shaira Gaston
3. Cherry Belle A. Pillon
4. Aileen Marie Amador
5. Edinna Karen Gabrianna
6. Myra Roullo
7. Tyrine Castillo
8. Dawn Arenga
9. Allen Joy Barro

**Administrative Assistant II**

1. Lynie Sison
2. Joline Mae Yu
3. Joseph Areglado
4. Frenzy Mer Balogo
5. Junmar dela Rama
6. Pauline Badian
7. Girlie Relles (on behalf of Febe Joy Inquig)



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