



RELEASED

DATE: 3/8/21
March 8, 2021

DIVISION MEMORANDUM

No. 41 s. 2021

VIRTUAL RE-ORIENTATION SEMINAR ON FINANCIAL MANAGEMENT OPERATIONS OF SCHOOLS' MOOE FUND

To: Assistant Schools Division Superintendent
District Coordinating Principals
Principals/SHS Assistant Principals/ Head Teachers/TICs
Administrative Assistants
Public Elementary and Secondary Schools
This Division

1. To ensure standard and uniform application of rules and processes in financial management operations, as prescribed by governing regulations for (i) budget; (ii) accounting; (iii) procurement; and (iv) asset management, the Budget and Finance Office will conduct a Virtual Re-Orientation Seminar on Financial Management Operations of Schools' MOOE Fund on March 10, 2021 through this link bit.ly/FMtraining.

2. This re-orientation seminar aims the following objectives:
- Proper application of governing principles, policies and procedures to be considered in procurement process as stipulated in Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR);
 - Adoption of internal control procedures and policies set to improve school financial performance.
 - Capacitate the school heads and ADAs level of knowledge and skills on the content and processes on preparation of MOOE cash advance, liquidation, basic fund management and operations which will also help improve transparency of managing financial resources.
 - Improvise financial management practices and reporting system to be applied consistently throughout the Division ensuring quality, completeness, and timeliness in the submission of financial reports in the new normal.







4. The participants in this activity are district in charge, school heads of elementary and secondary schools, field administrative assistants, schools' BAC Chairman and Secretariat, and concerned division office personnel.

5. The following timeline of activities shall be followed:

Time	Facilitator /Topics
8:30 AM - 9:00 AM	Opening program
9:00 AM - 9:30 AM	Ronelle D. Silada <ul style="list-style-type: none">• <i>Checklist of documentary requirements</i>• <i>Tracking Sheet System</i>
9:30 AM - 10:00 AM	Anna Daphne C. Mugar <ul style="list-style-type: none">• <i>AOM/ NS Findings</i>• <i>Rubrics/ Criteria/ Rating Sheets for FY 2021 Financial Reports</i>• <i>MOOE Online Monitoring of Financial Transactions</i>
10:00 AM - 10:30 AM	Bride Joy M. Candano <ul style="list-style-type: none">• <i>Procurement Activities and Documentary Requirements</i>
10:30 AM - 11:00 AM	Aden M. Antonio <ul style="list-style-type: none">• <i>Philgeps Overview</i>
11:00 AM - 11:45 AM	Sherly C. Alivio <ul style="list-style-type: none">• <i>Open Forum</i>
11:45 AM - 12:00 PM	Closing Program

6. Immediate and wide dissemination of this Memorandum is enjoined.


AGUSTINES E. CEPE, CESO V
School Division Superintendent 

AEC/SDO/acm/3-8-2021

