

**DIVISION MEMORANDUM**

No. 340 s. 2021

**PARTICIPATION TO THE VIRTUAL REGIONAL ORIENTATION TO THE IMPLEMENTATION OF THE MOOE SYSTEM**

To: Office of the Schools Division Superintendent  
Public Elementary and Secondary Schools  
Administrative Assistants  
This Division

1. Pursuant to Regional Memorandum No. 688, s. 2021 entitled "Virtual Regional Orientation to the Implementation of the Maintenance and Other Operating Expenses (MOOE) System, this Office enjoins participation of the selected participants as indicated per Enclosure A, on November 23, from 8:00 a.m. to 5:00 p.m. via Zoom Meetings at <http://bit.ly/R10MOOESystem>.
2. Attached is the copy of Regional Memorandum No. 688, s. 2021.
3. Immediate and wide dissemination of this Memorandum is enjoined.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/acm/11-17-21





**Enclosure A (LIST OF PARTICIPANTS TO THE VIRTUAL REGIONAL ORIENTATION TO THE IMPLEMENTATION OF THE MOOE SYSTEM)**

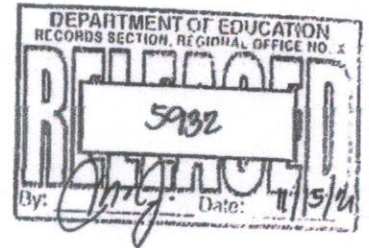
<b>Name of Participant</b>	<b>Position</b>	<b>Office / School</b>
1. Anna Daphne C. Mugar	Accountant III	Accounting Section
2. Marites C. Suminguit	Budget Officer III	Budget Section
3. Airel D. Labigan	Administrative Assistant II	Pre-Audit Team Leader (Clustered Schools) -SDO
4. Mary Grace B. Macas	Administrative Assistant II	Pre-Audit Team Leader (Clustered Schools) -SDO
5. Anna Lou B. Flores	Administrative Assistant II	Pre-Audit Team Leader (Clustered Schools) -SDO
6. German C. Suminguit Jr.	Principal I	Maloro Integrated School (ES)
7. Warren G. Canolo	Head Teacher II	Sumirap NHS (JHS)
8. Christy P. Enoc	Principal I	Sta. Maria NHS (SHS)
9. Elisa E. Gomez	Administrative Assistant III	San Apo Elementary School
10. Katherine H. Ocampos	Administrative Assistant III	Pre-Audit Team Leader (Clustered Schools)
11. Reabelle Anne I. Huertas	Administrative Officer II	Maloro Integrated School
12. Ailmae M. Galariana	Administrative Assistant II	Clustered Elementary Schools
13. Chermaselin C. Pabotoy	Administrative Assistant II	Simasay National High School (JHS); with clustered schools
14. Maricel E. Lampera	Administrative Assistant II	Caniangan National High School (SHS); with clustered Schools







Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



Office of the Regional Director

November 10, 2021

REGIONAL MEMORANDUM  
No. 688, s. 2021

**VIRTUAL REGIONAL ORIENTATION TO THE  
IMPLEMENTATION OF THE MOOE SYSTEM**

To: Schools Division Superintendents  
All Others Concerned

1. This Office will conduct a **Virtual Regional Orientation to the Implementation of the Maintenance and Other Operating Expenses (MOOE) System**, via Zoom Meetings at <http://bit.ly/R10MOOESystem>, on November 23, from 8:00 a.m. to 5:00 p.m.
2. The activity is aimed at the following:
  - a. Orient and allow the participants to perform hands-on training on the MOOE System;
  - b. Improve the recording system and data gathering of financial reports; and
  - c. Enhance transparency and enable more effective and efficient financial management, monitoring, and reporting of School MOOE.
3. The participants of the workshop are the following:
  - a. Chief Administrative Officer, Supervising Administrative Officer, Administrative Officer V (Budget Officer), Accountant III, Accountant II, and Accountant I from the Regional Office;
  - b. Accountant III, Administrative Officer V (Budget Officer) and selected three (3) finance staff of the Division Office Proper from the Schools Division Offices (SDO);
  - c. Principals, Administrative Assistant III, and Administrative Assistant II from the SDO, excluding Division of Cagayan de Oro City – one (1) Elementary School, one (1) Junior High School and one (1) Senior High School.

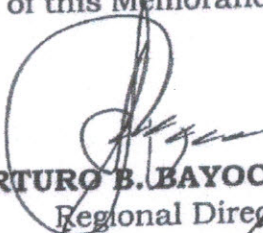


DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
(088) 856-3932 | (088) 881-3137 | (088) 881-3031  
Department of Education Region 10  
region10@deped.gov.ph  
<http://deped10.com>




4. The participants are required to register at <https://bit.ly/Reg-R10MOOESystem>, on or before November 18.

5. Immediate and wide dissemination of this Memorandum is desired.



**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director



Allotment: 4-(RO 1-02)

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

ACCOUNTING	REPORTS
FINANCES	SYSTEM

\*Virtual Regional Orientation to the Implementation of the MOOE System

FD/ian



**Virtual Regional Orientation to the  
Implementation of the MOOE System**

**24 November 2021**

**Via Zoom Meetings**  
**shortened link: <https://bit.ly/R10MOOESystem>**

**PROGRAM OF ACTIVITIES**

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>IN-CHARGE</b>
8:00 – 8:45	<i>Registration</i>	
8:45 – 9:00	<i>Preliminaries</i>	<b>Jaaziah H. Bermuel, CPA</b> Accountant I (Host)
	National Anthem	(video presentation)
	Prayer	(video presentation)
	Oratio Imperata	(video presentation)
	Rehiyon Diyes	(video presentation)
	Recognition of Participants	<b>Rachel Ann M. Sacupayo, CPA</b> Accountant I
9:00 – 9:15	Welcome Remarks	<b>Dr. Arturo B. Bayocot, CESO III</b> Regional Director
9:15 – 9:45	1. Overview of the MOOE System	<b>Nelson Homer Talag</b> ADB IT Consultant
9:45 – 12:00	2. MOOE System Walkthrough	<b>Arnel A. Calubag, CPA, MBA</b> Accountant III Division of Cagayan de Oro City
	➤ How to Register in the MOOE System?	
	➤ Users Management and Role Assignments	
	➤ Cluster Assignment	
<b>LUNCH BREAK</b>		

TIME	TOPIC/ACTIVITY	IN-CHARGE
1:00 – 2:00	<ul style="list-style-type: none"> <li>➤ Creation of Fund Request</li> <li>➤ Approval of Fund Requests</li> <li>➤ Creation and Deletion of Fund Transfers</li> <li>➤ Confirmation of Fund Transfer</li> <li>➤ School Level Disbursement Process - Creation of DV, Approval and For Printing</li> <li>➤ Voiding of Disbursements</li> <li>➤ Generate School Level Reports</li> <li>➤ Generate Division Level Report</li> </ul>	
2:00 – 4:15 4:15 – 4:45	3. Hands on Practice Session 4. Open Forum	
4:45 – 5:00	Closing Remarks	<b>Cherry Mae L. Reyes</b> Schools Division Superintendent Division of Cagayan de Oro City