



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



August 31, 2017

DIVISION MEMORANDUM

No. 140 s. 2017

**ORIENTATION OF TEACHERS OF CENTRAL SCHOOLS AND SECONDARY SCHOOL
NON-IMPLEMENTING UNITS (NON-IUs) ON THE UTILIZATION OF MAINTENANCE AND OTHER
OPERATING EXPENSES DOWNLOADED TO SCHOOLS**

TO: Heads of Public Elementary Schools (Central Schools)
Heads of Public Secondary Schools (Non-IUs)

1. The Schools Division of Capiz, through the Division Accounting Section will conduct an **Orientation of Teachers of Central Schools and Secondary School Non-Implementing Units (Non-IUs) on the Utilization of Maintenance and Other Operating Expenses Downloaded to Schools.**
2. The workshop aims to:
 - a. enhance the awareness of participants on the utilization of School MOOE;
 - b. encourage teacher's participation on the utilization of School MOOE; and
 - c. address financial issues and concerns relative to School MOOE.
3. The orientation shall be conducted on the following schedule:

SECONDARY

School	Date	Venue
Yating National High School, East Villaflores National High School, Bagong Barrio National High School and San Antonio National High School	September 9, 2017 (AM)	To be announced
Mianay National High School, Pawa National High School and Basiao National High School	September 9, 2017 (PM)	To be announced
Rev. Tonas Conejar National High School, Presentacion Diez Gregorio National High School, Lonoy National High School and Luis Escutin National High School	September 16, 2017 (AM)	To be announced

ELEMENTARY

School	Date	Venue
Panay Elementary School	September 9, 2017 (AM)	Panay Elementary School
Ivisan Elementary School	September 9, 2017 (AM)	Ivisan Elementary School
Cuartero Elementary School and Dumarao Elementary School	September 9, 2017 (AM)	Cuartero Elementary School
Tapaz Elementary School and Don Joaquin Artuz Elementary School	September 9, 2017 (AM)	Tapaz Elementary School
Pontevedra Elementary School	September 9, 2017 (PM)	Pontevedra Elementary School
Panitan Elementary School	September 9, 2017 (PM)	Panitan Elementary School
Dao Elementary School	September 9, 2017 (PM)	Dao Elementary School
Dumalag Elementary School	September 9, 2017 (PM)	Dumalag Elementary School
Maayon Elementary School	September 16, 2017 (AM)	Maayon Elementary School
Pilar Elementary School	September 16, 2017 (AM)	Pilar Elementary School
Jamindan Elementary School	September 16, 2017 (AM)	Jamindan Elementary School
Mambusao Elementary School and Ilawod Elementary School	September 16, 2017 (AM)	Mambusao Elementary School
Pres. Roxas East Elementary School	September 16, 2017 (PM)	Pres. Roxas East Elementary School
Sapian Elementary School	September 16, 2017 (PM)	Sapian Elementary School
Sigma Elementary School	September 16, 2017 (PM)	Sigma Elementary School

4. The participants to this activity are the following:

Public Elementary Central Schools - **ALL Teachers**
Public Secondary Schools (Non-IUs) - **ALL Teachers (Junior High School)**

5. Snacks and training expenses to this orientation shall be charged against the Division Inset Fund while traveling expenses of the participants are chargeable against School MOOE. Both are subject to the usual accounting and auditing rules and regulations.

6. For the information and guidance of all concerned.


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Schools Division Superintendent