



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



January 10, 2017

DIVISION MEMORANDUM

No. 09 s. 2017

**RE-ORIENTATION ON SIMPLIFIED ACCOUNTING GUIDELINES AND
PROCEDURES FOR UTILIZATION OF SCHOOL MAINTENANCE
AND OTHER OPERATING EXPENSES**

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

1. The DepEd Division of Capiz, through the Division Accounting Section will conduct a **Re-Orientation on Simplified Accounting Guidelines and Procedures for Utilization of School Maintenance and Other Operating Expenses (MOOE)**. This is pursuant to DepEd Order No. 13, s. 2016 entitled Implementing Guidelines on the Direct Release and Use of MOOE Allocations of Schools, Including Other Funds Managed by Schools and Manual on Simplified Accounting Guidelines and Procedures for the Use of Non-Implementing Units/Schools, Version 2008.
2. The workshop aims to:
 - a. update the participants on the utilization of School MOOE;
 - b. strengthen the process of downloading and liquidating the School MOOE; and
 - c. address financial issues and concerns relative to School MOOE.
3. The training shall be conducted on a clustered basis as follows:

Cluster	Date	Venue
Secondary Schools (Non-IUs)	January 16, 2017	Nesta's Hilltop and Restaurant, Provincial Park, Roxas City
Cluster 1- Dao, Dumarao, Cuartero, Sigma	January 17, 2017	Dao Central School
Cluster 2- Sapián, Jamindan and Mambusao East and West	January 18, 2017	To be announced later
Cluster 3- Pilar, Pres. Roxas, Panitan, and Ivisan	January 19, 2017	Maribert Inland Resort, Lantangan, Pontevedra Capiz
Cluster 4- Maayon, Panay, and Pontevedra	January 20, 2017	Villa Consorcia Resort, Malag-it, Pontevedra, Capiz
Cluster 5- Dumalag and Tapaz East and West	January 21, 2017	Tapaz Central School

4. The participants to this activity are the following:

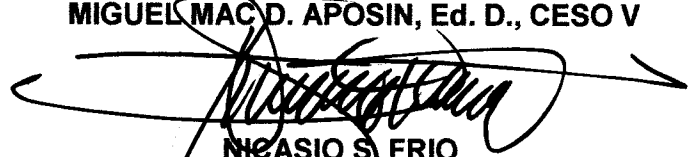
Public Elementary Schools	- Heads (proxy is not allowed)
Public Secondary Schools (Non-IUs)	- Heads and one (1) assistant

5. A registration fee of **Five Hundred Pesos (P500.00)** shall be charged to each participant to cover food and other incidental expenses. Registration fee and other allowable expenses of the participants are chargeable against local funds while expenses for the Division Office Accounting Personnel shall be charged against INSET funds. All disbursements relative to the conduct of this activity shall be subject to the usual accounting and auditing rules and regulations.

6. The participants are required to bring their approved School Improvement Plan (SIP) and Annual Improvement Plan (AIP).

7. For the information and guidance of all concerned.

For the Schools Division Superintendent:
MIGUEL MAC D. APOSIN, Ed. D., CESO V



NICASIO S. FRIO
Acting Asst. Schools Division Superintendent
Officer In-Charge of the Division