



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

January 13, 2022

DIVISION MEMORANDUM

No. 014 s. 2022

WEBINAR: ORIENTATION OF THE NEWLY DESIGNATED OR APPOINTED SCHOOL HEADS AND ADMINISTRATIVE OFFICER II ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS

TO: Heads of Public Elementary, Secondary (Non-Implementing Units), and Integrated Schools

1. The Schools Division Office of Capiz, through the Division Accounting Section will conduct a WEBINAR: ORIENTATION OF THE NEWLY DESIGNATED OR APPOINTED SCHOOL HEADS AND ADMINISTRATIVE OFFICER II ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS on January 27-28, 2022.
2. The webinar aims to:
 - a. orient the participants on the procedural guidelines of managing school MOOE and program funds pursuant to COA, DBM, DepEd Joint Circular 2019-1;
 - b. orient participants on the Checklist System of supporting documents for liquidation of Downloaded School MOOE and program funds;
 - c. strengthen the process of downloading and liquidating the School MOOE and program funds; and
 - d. address financial issues and concerns relative to School MOOE and program funds.
3. The participants to this activity are the newly designated or appointed Public Elementary School, Secondary (Non-IUs), and Integrated School Heads (**PROXY IS NOT ALLOWED**) and Administrative Officer II assigned to elementary and integrated schools.
4. Participants and members of the Program Management Team (PMT) are reminded to observe with due diligence the health and safety protocols prescribed by health authorities.



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

5. Participants must ensure strong internet connection during this activity to avoid inconveniences so that there will be smooth conduct of the activity and easy understanding of the procedural guidelines to be implemented in schools. Participants are as well directed to ensure that the camera of their gadget is working as it will be open cam. The Accounting staff assigned to their school shall check that they are visible during the entire duration of the session.
6. Link to this activity will be shared to the participants thru Accounting Staff assigned to their school.
7. At the end of the activity a link for the post evaluation of the participants will be shared. This will be one of the bases for the issuance of certificate of participation.
8. Expenses for food of the PMT are chargeable against the local funds subject to usual accounting and auditing rules and regulations.
9. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
10. For the information and guidance of all concerned.

SALVADOR D. OCHAVO JR., EdD., CESO V
Schools Division Superintendent

JAN 12 2022



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>