



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

January 13, 2022

DIVISION MEMORANDUM

No. 015 s. 2022

WEBINAR: REORIENTATION ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS PURSUANT TO COA, DBM, DEPED JOINT CIRCULAR NO. 2019-1

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: REORIENTATION ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS (Non-IUs) PURSUANT TO COA, DBM, DEPED JOINT CIRCULAR NO. 2019-1 on January 20-21, 2022.
2. The workshop aims to:
 - a. reorient the participants on the procedural guidelines of managing school MOOE and program funds pursuant to COA, DBM, DepEd Joint Circular 2019-1;
 - b. re-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 following Public Elementary School, Secondary (Non-IUs), and Integrated School Heads (**PROXY IS NOT ALLOWED**), accountable officers, Administrative Assistant II and III of Central Schools and and integrated schools **except the newly designated or assigned school heads.** (A separate session shall be conducted for the orientation of the concerned school heads.)



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



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4. The webinar shall be conducted on the following schedule:

Batch	District	Date
1	Pontevedra	January 20, 2022
	Dao	
	Dumalag	
	Panitan	
	Ivisan	
2	Mambusao east	January 20, 2022
	Mambusao West	
	Sapian	
	Cuartero	
	Sigma	
	Secondary Schools (Non-Ius)	
3	Panay	January 21, 2022
	Maayon	
	Pres. Roxas	
	Pilar	
	Tapaz West	
4	Dumarao	January 21, 2022
	Jamindan	
	Tapaz East	

5. 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.
6. 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



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- open cam. The Accounting staff assigned to their school shall check that they are visible during the entire duration of the session.
7. Link to this activity will be shared to the participants thru Accounting Staff assigned to their school.
 8. 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.
 9. Expenses for food of the PMT are chargeable against the local funds subject to usual accounting and auditing rules and regulations.
 10. 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.
 11. For the information and guidance of all concerned.

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

JAN 12 2022



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