



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

March 7, 2023

**DIVISION MEMORANDUM**

No. 106 s. 2023

**REORIENTATION ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND ORIENTATION ON MOOE WEB-BASED SYSTEM**

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 REORIENTATION ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND ORIENTATION ON MOOE WEB-BASED SYSTEM on March 14-17, 2023. Venue of the face-to-face orientation will be announced on later date.
2. The activity 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;
  - d. address financial issues and concerns relative to School MOOE and program funds; and
  - e. Orient the participants on the use of MOOE web-based system including the procedures of encoding in the system.
3. The participants to this activity are the following Public Elementary School, Secondary (Non-IUs), and Integrated School Heads (**PROXY IS NOT ALLOWED**).
4. The activity shall be conducted on the schedule below where the first day of each batch shall be online and the second day is face to face:

Batch	District	Date
1	Mambusao East (18)	March 14-15, 2023
	Mambusao West (14)	
	Panay (30)	
	Maayon (33)	
	Cuartero (21)	
	Sigma (23)	



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



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2	Pontevedra (20)	March 15-16, 2023
	Dao (20)	
	Dumalag (20)	
	Panitan (25)	
	Dumarao (34)	
	Pilar (25)	
3	Sapian (23)	March 16-17, 2023
	Jamindan (30)	
	Pres. Roxas (19)	
	Ivisan (16)	
	Tapaz East (36)	
	Tapaz West (22)	

5. The following are members of the Program Management Team (PMT):

Atty. Benjie B. Doce	Accountant III
Rosemae Santos	ADAS III
May Evan Dela Cruz	AO II
Mary Joy Agase	ADAS III
Mark Louie Ortencio	AO II
Janna De Juan	AO II
Jose Niño Mayo	ADAS III
Ginalyn Dela Cruz	ADAS III
Cerelo Villagracia	AdA VI
Melissa Barrientos	ADAS III
Yolanda Degracia	ADAS III
May Bartolo	ADAS III
Antonio Core	ADAS III
Resyl Mirasol	ADAS III
Juliesa Ricardo	AO II
Krestli Zyra Albaña	AO II
Rio Marie Loriania	AO II
Marjorie Gerapusco	ADAS III
Kristie Gargoles	AO II
Josephine Manuel	ADAS III
Racel Jewel Asignacio	ADAS III
Cecil Joy Diocson	AO IV (Cash)
Miselyn Layno	ADAS II

6. Participants and members of the PMT are reminded to observe with due diligence the health and safety protocols prescribed by health authorities.

7. 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.



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8. Link to this activity will be shared to the participants thru Accounting Staff assigned to their school.
9. At the end of the activity a link for the post evaluation of the participants will be shared. This will be one of the basis for the issuance of certificate of participation.
10. Expenses for food of the PMT are chargeable against the local funds subject to usual accounting and auditing rules and regulations.
11. 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.
12. For the information and guidance of all concerned.

For the Schools Division Superintendent

  
**MA. LUNIE B. SAMPANI, CPA, MPA**  
OIC, Office of the Assistant SDS  
In-Charge of the Division



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