



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

February 5, 2024

**DIVISION MEMORANDUM**

No. 068 s. 2024

**ONE-DAY REORIENTATION 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. This office, through the Division Accounting Section, will conduct a ONE-DAY REORIENTATION ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND PROGRAM FUNDS on February 8-9, 2024 at Maribert Inland Resort, Lantangan, Pontevedra, Capiz.
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; and
  - d. address financial issues and concerns relative to School MOOE and program funds.
3. The participants to this activity are the Public Elementary, Secondary (Non-IUs), and Integrated School Heads or the accountable officer of the school (**PROXY IS NOT ALLOWED**).
4. Registration fee shall be **SIX HUNDRED PESOS** (P600.00) per participant.
5. The activity shall be conducted in two (2) batches as shown below and those holding the designation as Teacher-In-Charge of the school are scheduled on Batch 2:



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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Batch	District	Date
1	Cuartero (14)	February 8, 2024
	Dumarao (23)	
	Dumalag (14)	
	Ivisan (12)	
	Jamindan (10)	
	Mambusao East (13)	
	Sapian (14)	
	Sigma (14)	
	Tapaz East (19)	
	Tapaz West (13)	
	Maayon (16)	
	Panay (17)	
	Panitan (21)	
	Pilar (14)	
2	Mambusao West (14)	February 9, 2024
	Dao (20)	
	Pontevedra (20)	
	President Roxas (19)	
	Cuartero (7)	
	Dumarao (11)	
	Dumalag (6)	
	Ivisan (4)	
	Jamindan (20)	
	Mambusao East (5)	
	Sapian (9)	
	Sigma (9)	
	Tapaz East (17)	
	Tapaz West (9)	
	Maayon (17)	
Panay (13)		
Panitan (4)		
Pilar (11)		

6. The following are members of the Program Management Team (PMT):
- |                        |                |                     |          |
|------------------------|----------------|---------------------|----------|
| Atty. Benjie B. Doce   | Accountant III | Rosemae Santos      | ADAS III |
| Cecil Joy Diocson      | AO IV (Cash)   | Mary Joy Agase      | ADAS III |
| Jose Niño Mayo         | ADAS III       | Cerelo Villagrancia | AdA VI   |
| Ginalyn Dela Cruz      | ADAS III       | Melissa Bolido      | ADAS III |
| Yolanda Degracia       | ADAS III       | May Danieleles      | ADAS III |
| Marjorie Gerapusco     | ADAS III       | Antonio Core        | ADAS III |
| Racel Jewel Asignacion | ADAS III       | Resyl Mirasol       | ADAS III |

7. Participants are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers.



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7. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
  
8. Immediate dissemination of and compliance with this Memorandum are desired.

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**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

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