



Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

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February 11, 2022

**Division Memorandum**  
**No. 25, s. 2022**

**ONE (1) DAY ORIENTATION ON THE USE OF MOOE MONITORING SYSTEM**

To Administrative Officer V- Finance  
Accountant III  
Selected Elementary and Secondary School Heads  
School Accountants/Bookkeepers  
SDO-Based Senior Bookkeepers  
All Others Concerned


1. A One (1) Day Regional Orientation on the use of the Maintenance and Other Operating Expenses (MOOE) Monitoring System will be held at the Bulwagan ng Karunungan , DepEd Division of Sorsogon, Balogo, Sorsogon City on February 15, 2022 via Zoom Application at exactly 8:00 AM.
2. The agenda for this orientation shall be as follows:
  - a. Orient the SDO and Schools on the use of the MOOE Monitoring System
  - b. Present the features and application of the system monitoring for MOOE Release/Download.
  - c. Discuss other related issues and concerns.
3. The participants of the said activity are:
  - a. Division Accountant
  - b. Division Budget Officer
  - c. Secondary School Accountants/Bookkeepers (Implementing Units)
  - d. Selected Elementary and Secondary School heads
  - e. Selected School Accountants/Bookkeepers
  - f. SDO based Senior Bookkeepers
  - g. Other Division Office personnel in charge of reporting.
4. A separate memorandum will be issued for the roll out of the said orientation to the remaining schools.



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5. Strict adherence to the mandatory and minimum health standards will be observed during the said activity.
6. Travelling and other incidental expenses shall be charged against school MOOE Fund subject to the usual accounting and auditing rules and regulation.
7. Please find Annex 1 for the list of the selected participants.
8. For strict compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent