



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON
 ICT UNIT

UPLOADED

Date/Time: APR 08 2022

By: NICKO 3:33 p.m.

Ref. no. DM 287, S. 2022

06 April 2022

DIVISION MEMORANDUM
 DM No. 287, s. 2022

ROLL-OUT ON THE WEB-BASED MONITORING SYSTEM OF THE SCHOOL MOOE FUNDS IN SUPPORT TO THE SECONDARY EDUCATION SUPPORT PROGRAM (SESP) SYSTEM AND UPDATES ON MOOE GUIDELINES AND DOCUMENTARY REQUIREMENTS

To: Assistant Schools Division Superintendents
 Division Chiefs
 School Heads
 Elementary and Secondary School Heads of Non-Implementing Units (Non-IUs)
 All Other Concerned

- In line with the Regional Memorandum No. 138 s.2022 dated March 10, 2022, this division will conduct a Roll-out on the Web-Based Monitoring System of the School MOOE Funds In Support to the Secondary Education Support Program (SESP) System and Updates on MOOE Guidelines and Documentary Requirements on the following dates:

	Date	Venue
Second District	April 11, 2022	M.I Sevilas Farm and Resort Lucena City
First District (Mauban, Sampaloc, Lucban, Pagbilao)	April 12, 2022	M.I Sevilas Farm and Resort Lucena City
First District REINA – POGI Area	April 20, 2022	To be announced
Third District (Buenavista, Mulanay, San Narciso, San Francisco, San Andres)	April 25, 2022	To be announced
Third District (Padre Burgos, Agdangan, Unisan, Pitogo, Macalelon, Gen.Luna, Catanauan)	April 26, 2022	To be announced
Fourth District	April 28, 2022	To be announced

DEPEDQUEZON-TM-SDS-04-009-003



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2. Participants of this activity are the Internal Auditors, School Heads of Elementary and Secondary Schools of Non-IUs. If School Heads are not available, they may send their respective Administrative Officers II, Administrative Assistants III and II as their representative.

3. The program specifically aims to:
 - orient the School Heads specifically the Secondary Schools regarding on the Web-Based Monitoring System of the School MOOE Funds
 - give technical assistance on the registration and actual encoding of funds on the system.
 - gather feedbacks and concerns on the implementation of the system
 - discuss updates on COA Circulars and other DepEd guidelines about MOOE

4. This is a live-out seminar - workshop. **Secondary School Heads** are expected to bring their own laptop, copies of Cash Disbursement Register (CDR) from January- March 2022 and portable internet connection for the actual encoding of expenses. It is also advised to register on the Web-Based System before the seminar proper. Enclosed in this memorandum are the Regional Memorandum and the MOOE Web-Based System Users Guide.

5. To ensure the safety of everyone, health protocols shall be strictly enforced in accordance to IATF guidelines during the activity. All participants should accomplish the online health declaration form through this link <https://tinyurl.com/21HealthDeclaration-Trainings>. Moreover, participants are required to wear protective gears. It is advised that participants who are over sixty-five years of age, and those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall not be required to participate in this activity.

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6. Registration fee of Division Personnel are chargeable to HRTD fund while registration fee of P1200.00, travel and incidental expenses of each participants from schools are chargeable to the respective school's MOOE fund subject to usual COA auditing rules and regulations.

7. For strict compliance of all concerned.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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