



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 3, 2023

OFFICE MEMORANDUM
No. 005, s. 2023

**TRAINING ON THE IMPLEMENTATION OF THE WEB-BASED MONITORING
SYSTEM FOR SCHOOL MOOE**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
PSDSs/PICs
School Heads
Finance Personnel
All Others Concerned

1. Cognizant of DepEd Memorandum OUF-2021-0880, This office, through the Finance Section, hereby announces the conduct of Training on the Web-Based Monitoring System for School MOOE Funds on March 13-17, 2023. *(Please see attached list of participants and schedule)*

2. The training aims to adopt and implement the web-based system developed to monitor the release, receipt, utilization and reporting of the funds for the School Maintenance and Other Operating Expenses (MOOE).

3. The participants to this Hands-on training are the following:

595	School Heads of Non-Implementing Units
46	District ADAS or AO responsible in the checking of school MOOE
21	Division Office Personnel: SDS, ASDS, CID and SGOD Chief, Accountant, Budget Officer, Cashier, 5 Accounting personnel, 2 Budget personnel, 2 Collecting Officers, 2 Nurses and 2 IT personnel
10	Resource Person and Facilitators

4. A registration fee of Php750.00 shall be collected from each School Head to defray cost for Venue, Meals and Snacks and other training expenses incurred in the conduct of the activity, which shall be charged against Local/School Funds including the travelling expenses of the participants, subject to existing government budgeting accounting and auditing rules and regulations.

5. All participants are expected to bring their own laptops and extension wires including pocket wi-fi to avoid frequent disconnection/interruption during the training.


6. This Memorandum shall serve as Travel Order of the Participants



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7. Immediate dissemination of and strict compliance with this Memorandum are desired.


LANI H. CERVANTES, CESO V
Schools Division Superintendent 7/1/23