



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

November 9, 2021

DIVISION MEMORANDUM
No. 254, s. 2021

ORIENTATION ON THE GUIDELINES FOR DOWNLOADING AND LIQUIDATION OF MOOE AND PREPARATION OF FINANCIAL REPORTS

To: Division Office Finance Personnel Disbursing Officers
Bookkeepers Administrative Assistants and all other concerned

1. The Orientation with the Theme: **Accountability and Sustainability Amidst Pandemic: A Virtual Orientation About Proper Utilization of MOOE** will be conducted online via MS Teams on ~~December 1~~ at 8:00am – 5:00pm and ~~December 2, 2021~~ at 8:00am – 12:00n.n.
2. The activity aims to provide basic knowledge on the following topics:
 - a. Guidelines in the process of downloading funds and submission of liquidation reports
 - b. Processing of Fidelity Bonds and Provident Loans
 - c. Preparation of Financial Statements
 - d. Other related issues and concerns
3. The topics will be discussed by the following:

Agnes M. Seifnezhad, CPA, MBA, CB <i>Division Accountant</i>	Overview of the Process
Dan Harvey D. Castro <i>Administrative Assistant III/ Auditor in-charge in Elementary Education and Non-IUs and JHS</i>	Downloading of MOOE
Maricel M. Perez <i>Administrative Assistant III/ Auditor in-charge in Elementary Education/ Fidelity Bond Processor</i>	Process of Liquidation
John Richard P. Tiongson <i>Administrative Assistant III/ Auditor in-charge in Elementary Education, Non-IUs, and SHS</i>	
Rosalyn A. Reyes <i>Administrative Staff/ Provident Fund Processor</i>	Provident Loans
Rowel A. Reyes <i>Administrative Staff/ Fidelity Bond Processor</i>	Fidelity Bonds
Angelica M. del Moro <i>Administrative Assistant III/ Financial Statement Consolidator</i>	Financial Reports
Claire C. de Jesus <i>Administrative Assistant III/ Disbursement and Reimbursement Processor</i>	Attachments to Per Diem, Travel, Representation, Mobile and Other Reimbursements
Alice A. Almazar <i>Administrative Officer V/ Budget Officer</i>	SAROs, Obligations and Requests for Budget

4. Enclosure No.1 contains the Training Matrix.
5. Participants to this on-line orientation are Bookkeepers, Disbursing Officers, Administrative Assistants and other concerned personnel.
6. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



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Enclosure No. 1 to Division Memorandum No. 259, s. 2021

TRAINING MATRIX
 Date: December 1-2, 2021

TIME	DAY 1
8:00am – 9:00am	OPENING PROGRAM <ul style="list-style-type: none"> Philippine National Anthem Prayer DepEd Bulacan March DRRM Jingle Introduction of Participants/ Checking of Attendance Welcome Remarks – Agnes M. Seifnezhad, CPA, MBA, CB Division Accountant Messages: <ul style="list-style-type: none"> Zenia G. Mostoles, EdD, CESO V Schools Division Superintendent Rowena T. Quiambao, CESE Asst. Schools Division Superintendent Cecilia E. Valderama, PhD Asst. Schools Division Superintendent
9:00am – 12:00nn	DISCUSSION AND PRESENTATION <ul style="list-style-type: none"> Energizer Topic Discussion
12:01pm – 1:00pm	LUNCH BREAK
1:01pm – 3:00pm	DISCUSSION AND PRESENTATION <ul style="list-style-type: none"> Energizer (Special Number, Games with Prizes) Topic Discussion
3:01pm – 3:15pm	HEALTH BREAK
3:16pm – 5:00pm	<ul style="list-style-type: none"> Other concerns in the Process including the Cashier Open Forum
	DAY 2
8:00am – 8:30am	OPENING PROGRAM <ul style="list-style-type: none"> Philippine National Anthem Prayer DepEd Bulacan March DRRM Jingle Introduction of Participants/ Checking of Attendance Welcome Remarks – Agnes M. Seifnezhad, CPA, MBA, CB Division Accountant
8:31am – 10:30am	DISCUSSION AND PRESENTATION <ul style="list-style-type: none"> Energizer (Games with Prizes) Topic discussion
10:31am – 11:00am	OPEN FORUM
11:01am – 11:45am	<ul style="list-style-type: none"> Awarding of Certificates of Appreciation to the Facilitators Awarding of Certificates of Recognition to Top Performing Schools
11:46am – 12:00nn	CLOSING REMARKS

Ma. Perpetua B. Perez & Rowel Reyes
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