



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

April 22, 2022

**DIVISION MEMORANDUM**

No. 29, s. 2022

**DIVISION WIDE ROLLOUT OF WEB-BASED MOOE MONITORING OF THE  
RELEASE, RECEIPT, UTILIZATION, AND REPORTING OF THE MOOE FUNDS**

To: Public Schools District Supervisors  
Public School Heads  
All Administrative Assistants II and III for Elementary, Non-IUs Secondary Level, and  
IUs Secondary Level  
All Others Concerned

1. In consonance to the adaptation and implementation of 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), this Division is conducting a division wide rollout of web-based monitoring of MOOE Funds on the scheduled dates with host district offices from May 11 to July 21, 2022.
2. The web-based system was developed to contribute and facilitate the compliance of DepEd with the Secondary Education Support Program (SESP) Disbursement Link Indicator (DLI).
3. Participants are School Heads and Administrative Assistants handling MOOE transactions.
4. To facilitate the proper distribution of duties and responsibilities and to better understand the work flow, a core group consisting of Administrative Assistants and Admin Staff was formed who will be in-charged in the rolling out of the system to all the 33 District Offices.
5. The Public Schools District Supervisors are requested to designate a venue for the said rollout with the following requirements:
  - a. Strong internet connectivity for the TWG in the utilization of the Web-Based System
  - b. Can accommodate 70 participants with tables and chairs
  - c. 3 projectors where the S.D.O. account, school account, and admin account will be presented while using the web-based system
6. The participants are expected to bring their own laptops, cable extensions, and pocket wi-fis.
7. Only the meals of the TWG will be provided by the Division Office while the other related expenses of the participants such as meals, transportation and supplies will be funded using their respective school's MOOE.





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8. Attached are the following:

- a. Enclosure no. 1. Schedule of Host District Offices
- b. Enclosure no. 2. Members of the Core Group for the Division Wide Rollout of Web-Based Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Funds
- c. Enclosure no. 3. Program Matrix for the Division Wide Rollout of Web-Based MOOE Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Funds

9. Immediate and wide dissemination of this Memorandum is desired.

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





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Enclosure No. 1 to Division Memo No: 129, s. 2022

**Schedule of Host District Offices**

<b>District</b>	<b>Date</b>
Hagonoy East District	5/11/2022
Hagonoy West District	5/12/2022
Paombong District	5/16/2022
Plaridel District	5/17/2022
Obando District	5/18/2022
San Ildefonso North District	5/19/2022
San Ildefonso South District	5/20/2022
Norzagaray East District	5/23/2022
Norzagaray West District	5/24/2022
Baliwag North District	5/25/2022
Baliwag South District	5/26/2022
Bulakan District	6/01/2022
Pulilan District	6/02/2022
DRT District	6/03/2022
Marilao North District	6/09/2022
Marilao South District	6/10/2022
San Rafael East District	6/15/2022
San Rafael West District	6/16/2022
San Miguel Central District	6/20/2022
San Miguel North District	6/21/2022
San Miguel South District	6/22/2022
Angat District	6/23/2022
Bocaue District	6/24/2022
Guguinto District	7/06/2022
Pandi North District	7/07/2022
Pandi South District	7/08/2022
Calumpit North District	7/11/2022
Calumpit South District	7/12/2022
Bustos District	7/13/2022
Balagtas District	7/18/2022
Sta. Maria Central District	07/19/2022
Sta. Maria East District	07/20/2022
Sta. Maria West District	07/21/2022





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Enclosure No. 2 to Division Memo No: 129, s. 2022

Members of the Core Group for the Division Wide Rollout of Web-Based Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Funds

From Division Office

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|---|--|
| a. Agnes M. Seifnezhad<br>Division Accountant       | d. Maricel M. Perez<br>ADAS III, Accounting        |
| b. Dan Harvey D. Castro<br>ADAS III, Accounting     | e. Toby C. Alejandro<br>Admin Staff, Accounting    |
| c. John Richard P. Tiongson<br>ADAS III, Accounting | f. Engel Bert A. Torres<br>Admin Staff, Accounting |

From Schools:

- |   |  |
|---|--|
| a. John McCoy Cortez<br>ADAS II<br>JJ Vistan High School            | g. Darwin Joseph D. Panganiban<br>ADAS II<br>Kapitangan National High School |
| b. Regielyn Nava<br>ADAS III<br>JJ Vistan High School               | h. Roselle Robles<br>ADAS III<br>Bulakan District                            |
| c. Ray Angelo Zialcita<br>Senior Bookkeeper<br>Caniogan High School | i. Xernan Bartolome<br>ADAS III<br>Pandi North District                      |
| e. Jon Jon Manalad<br>Disbursing Officer<br>Caniogan High School    | j. Ivy T. Jose<br>ADAS III<br>San Ildefonso South District                   |
| f. Jaily Jessica G. Cardena<br>ADAS III<br>Paombong Central School  | k. Marianne Poblete<br>ADAS III<br>Sta. Maria Central District               |





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Enclosure No. 3 to Division Memo No: 129, s. 2022

Program Matrix for the Division Wide Rollout of Web-Based MOOE Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Funds

8:30am – 9:30am	<b>OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Prayer</li> <li>Bulacan Hymn</li> <li>Introduction of Participants/ Checking of Attendance</li> <li>Statement of Purpose and Welcome Remarks: Agnes M. Seifnezhad, CPA, MBA, CB Division Accountant</li> </ul>
9:30am – 10:30am	<i>Overview and General Orientation</i> <b>Ray Angelo Zialcita</b> Senior Bookkeeper Caniogan High School
10:30am – 12:00nn	<i>Guide in Creation of Actual Account</i> <b>Dan Harvey D. Castro</b> ADAS III, D.O. Accounting
12:00nn – 1:00pm	<b>LUNCH BREAK</b>
1:00pm – 3:00pm	<b>PRACTICE TEST</b> <i>Downloading / Liquidation</i>  For Elementary Transactions at the School Level: <b>Jaily Jessica G. Cardena</b> ADAS III Paombong Central School  For Elementary Transactions at the D.O. Level: <b>Toby C. Alejandro</b> Admin Staff, D.O. Accounting  For JHS and SHS Transactions (non-IUs) at the School Level: <b>Darwin Joseph Panganiban</b> ADAS II Kapitangan National High School  For JHS and SHS Transactions (non-IUs) at the D.O. Level: <b>Maricel M. Perez</b> ADAS III, D.O. Accounting  <b>Engel Bert Torres</b> Admin Staff, D.O. Accounting
3:00pm – 3:15pm	<b>HEALTHBREAK</b>
3:15pm – 4:30pm	For JHS and SHS Transaction (IUs) at the School Level: <b>Regielyn Nava</b> ADAS III JJ Vistan High School





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	<b>Jon-Jon Manalad</b> Disbursing Officer Caniogan High School  For JHS and SHS Transaction (IUs) at the D. O. Level: <b>John Richard Tiongson</b> ADAS III, D.O. Accounting
4:30pm – 5:00pm	<i>Technical/ Documentation</i> <b>John Mccoy Cortez</b> ADAS II JJ Vistan High School

