



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

June 9, 2022

**DIVISION MEMORANDUM**

No. 192, s. 2022

**Corrigendum/Addendum to Division Memorandum No. 129 S.2022 titled Division-wide Roll-out of Web-based Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Funds**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Head of SDO Accounting Unit  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to inform all concerned of the changes/modification in the Roll-out of Web-based Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Fund stated in Division Memorandum No. 129 s.2022. Consequently, the schedule of the activity is corrected as follows:

Batch	District/Elementary and Secondary	No. of Participants	Date & Venue
EDDIS I 56 (participants) 3 (Resource Speakers) 6 (members of TWG)	Bulakan, Calumpit North, Calumpit South, Hagonoy East, Hagonoy West, Paombong, Pulilan, Plaridel	1 School Head – Elementary 1 ADAS III- District Bookkeeper 1 School Head – JHS (non- IU) 1 ADAS II- JHS (non-IU) 1 School Head – JHS (IU) 1 ADAS III- JHS (IU) 1 ADAS II- JHS (IU)	June 15, 2022 Wednesday Bulakan District 8:30 AM-4:30 PM Gen. Gregorio del Pilar IS, Sta. Ana, Bulakan, Bulacan
EDDIS II 56 (participants) 3 (Resource Speakers) 6 (members of TWG)	Balagtas, Baliwag North, Baliwag South, Bocaue, Bustos, Guiguinto, Pandi North, Pandi South	*The PSDS must attend the training so that they know what to monitor.  Total of <u>8</u> participants per District.	June 16, 2022 Thursday Guiguinto District 8:30 AM-4:30 PM Guiguinto, Central School, Poblacion, Guiguinto, Bulacan
EDDIS III 63 (participants) 3 (Resource Speakers) 6 (members of TWG)	DRT, Angat, San Ildefonso North, San Ildefonso South, San Miguel Central, San Miguel North, San Miguel South, San Rafael East, San Rafael West		June 21, 2022 Tuesday 8:30 AM-4:30 PM Lydia D. Villangca Trade School Ulingao, San Rafael, Bulacan





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EDDIS IV 56 (participants) 3 (Resource Speakers) 6 (members of TWG)	Norzagaray East, Norzagaray West, Marilao North, Marilao South, Obando, Sta Maria Central, Sta Maria East, Sta. Maria West		June 22, 2022 Wednesday 8:30 AM-4:30 PM Sta. Maria Elementary School, MG de Leon St., Poblacion, Sta. Maria, Bulacan
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2. The objectives of the activity are:
  - 2.a. To capacitate school personnel who are handling MOOE transaction to facilitate processing;
  - 2.b. To equip the participants (district teams) with the skills of the web-based monitoring; and
  - 2.c. To facilitate compliance of SDO Bulacan in the Secondary Education Program Disbursement Fund Indicator.
3. The participants in the activity include the SDO Accounting Unit Core Team, district composite team composed of the following:
  - 3.a. One (1) Elementary School Head
  - 3.b. One (1) Secondary School Head (IU)
  - 3.c. One (1) Secondary School Head (Non-IU)
  - 3.d. One (1) Administrative Assistant III (Elementary Bookkeeper)
  - 3.e. One (1) Administrative Assistant III (Senior Bookkeeper – Non- IU)
  - 3.f. Two (2) Administrative Assistant II (Disbursing Officer- IU and Non- IU)
  - 3.g. One (1) Public Schools District SupervisorTotal of **eight (8)** participants per district.
4. The participants are required to bring laptop, extension cords and pocket WIFI.
5. The attached enclosures contain the following:
  - a. Rules in the Roll-out Program
  - b. Flow of the Activities
  - c. Names of SDO Accounting Unit Core Team
6. A registration fee of Five Hundred Pesos ₱500.00 shall be collected from each participant chargeable against school MOOE while participants from the Division Office shall be taken from Division MOOE, both and which are subject to the usual accounting and auditing rules and regulations.
7. All concerned are required to adhere to the safety and healthy protocols against COVID 19.
8. This Memorandum serves as travel permit of the participants.
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 Division Memorandum No. 192 s.2022

**Guidelines in the Conduct of the Division-Wide Roll-Out of MOOE Web-based Monitoring System.**

1. These guidelines were prepared to serve as directions in the full implementation of MOOE Web-based Monitoring System throughout SDO Bulacan.
2. Being a large SDO, covering 33 districts with 442 elementary and 97 secondary schools, the roll-out of the program must make use of a strategy to meet the target time frame without sacrificing the quality of the training.
3. The SDO Accounting Unit, headed by Accountant Agnes M. Seifnezhad, shall spearhead the program implementation with the Accounting Unit Core Team as lead implementer.
4. The schedule of roll-out was divided through batches and identified dates and venues as stated in the memorandum of this enclosure.
5. Each district must send its composite team (combination of elementary and high school personnel who handle MOOE transaction). The district supervisors must initiate the formation of the composite team in coordination with Principals of high schools located in their districts.
6. The district team members must be identified ahead and the list submitted, via google sheet link <http://bitly.ws/s6nV>. It is suggested that the PSDS select a team leader for the district who shall facilitate the district team.
7. The district composite team, after attending the SDO level of training, shall serve as force multiplier in cascading the system to the school level. The members of the district composite team must plan thoroughly the echo training in partnership with the district supervisors and school heads. The team shall inform the SDO of their schedule of echo training.
8. The SDO Accountant together with HRDS shall supervise the Division Level training in collaboration with the host district/school. The district level/school cascading shall be handled by district composite team.
9. A monitoring tool has been prepared to track the activities/performance of the district team.
10. The district composite teams must submit activity completion reports after their trainings in their respective areas. Photos must be accompanying the narrative for inclusion in quarterly DMEA report and Annual Report for submission to Regional Office.
11. The Monitoring and Evaluation Unit of SGOD shall collate all district reports for analysis and documentation of best practices. The Program Implementation Report containing policy recommendation shall be prepared by the Accounting Unit for submission to OSDS.





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Enclosure No. 2 Division Memorandum 19 s.2022

Training Matrix for the Division Wide Roll-Out of Web-based Monitoring System

	Registration	
8:30 am – 9:30 am	<b>Opening Program</b> <ul style="list-style-type: none"> <li>National Anthem</li> <li>Prayer</li> <li>Checking of Participants</li> <li>Statement of the Purpose and Program Overview</li> <li>Welcome Remarks of Host PSDS</li> <li>Inspirational Message</li> </ul>	<b>Video Presentation</b>  <b>Video Presentation</b>  <b>Emcee</b>  <b>Agnes M. Seifnezhad, CPA</b>  <b>PSDS</b>  <b>Zenia G. Mostoles, EdD, CESO V</b> Schools Division Superintendent
9:31 am –10:30 am	<b>Training Proper</b> Theoretical Discussion	<b>Agnes M. Seifnezhad</b> Division Accountant
10:31 am -12:00nn	Demonstration of Skills and Creation of Actual Account	<b>Ray Angelo G. Zialcita</b> ADAS III, Caniogan HS
12:01 pm - 1:00 pm	LUNCH BREAK	
1:01 pm- 3:00 pm	<b>PRACTICE TEST</b> Trial set-up by TWG and Participants	<b>Jon-Jon O. Manalad</b> ADAS II, Caniogan HS
3:01 pm – 3:45 pm	Question and Answer Portion for clarification/Cleaning the house	Speakers and Participants
3:46 pm -4:30 pm	<b>Closing Program</b> <ul style="list-style-type: none"> <li>Prayer</li> <li>Challenge to the Participants</li> <li>Response to the challenge/Pledge of Commitment for the Cascading &amp; Implementation</li> <li>Photo Opportunities/Group Picture</li> <li>DepEd Bulacan March</li> <li>Adjournment</li> </ul>	<b>Video Presentation</b>  <b>Zenia G. Mostoles, EdD, CESO V</b> Schools Division Superintendent  <b>Participants</b>  <b>Technical Working Group</b>  <b>Video Presentation</b>

