



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

September 5, 2022

DIVISION MEMORANDUM

No. 325, s. 2022

PHASE 2 OF THE DIVISION-WIDE ROLL-OUT OF THE WEB-BASED MONITORING OF THE RELEASE, RECEIPT, UTILIZATION, AND REPORTING OF 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 on-line meeting regarding the Phase 2 of the Roll-out of Web-based Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Fund on Tuesday and Wednesday, October 11 - 12, 2022 at 8:00am to 5:00pm via MS Teams using the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzVhNDhlYTUIMGYyOS00ZTE1LWI3OTkIMDg2YjgyYWNkZWZl%40thread.v2/0?context=%7b%22id%22%3a%2240e3ab80-2024-45a3-bf76-7a0761a24d29%22%2c%22oid%22%3a%22c4f0855e-cee5-495f-bda6-c4951792dfd7%22%7d

2. The objectives of the activity are:
- 2.1. To conduct pilot-testing of the web-based system to respective schools; and
- 2.2. To update the downloading and liquidation transactions of SDO Bulacan in compliance with the requirements of the Department of Education Central Office for a better status of the obligation and utilization rate.
3. The participants who shall join in the Pilot Testing are instructed to scan the documents for the period January to June 2022 downloading and liquidation and save in the following format:
- 3.1. For downloading, scan the Journal Entry Voucher (JEV), Disbursement Voucher (DV), Obligation Request and Status (ORS), and Statement of Expenses (SOE) in one pdf file using the following format:

Period Covered	File name format
January to March 2022	DL_District_School Initial_1stQtr2022
April 2022	DL_District_School Initial_April2022
May 2022	DL_District_School Initial_May2022
June 2022	DL_District_School Initial_June2022

- 3.2. For liquidation, scan the Journal Entry Voucher (JEV), Liquidation Report (L.R.), and Check Disbursement Register (CDR) in one pdf file using the following format:

Period Covered	File name format
January to March 2022	LQ_District_School Initial_1stQtr2022
April 2022	LQ_District_School Initial_April2022
May 2022	LQ_District_School Initial_May2022
June 2022	LQ_District_School Initial_June2022



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



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4. The attached enclosures contain the following:
 - 4.1. List of the Pilot-Testing participants with scheduled dates when they will encode and upload the downloading and liquidation documents in the web-based system
 - 4.2. Names of SDO Accounting Unit Core Team
5. The meals of the SDO Accounting Unit Core Team shall be charged to the SDO MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. 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. 335s.2022

List of the Pilot-Testing participants with scheduled dates when they will encode and upload the downloading and liquidation in the web-based system

OCTOBER 11, 2022 (AFTERNOON)		
TIME	TEAM 1	TEAM 2
1:00-1:30 PM	BUSTOS	BALIUG SOUTH
1:31-2:00 PM	HAGONOY EAST	SAN ILDEFONSO SOUTH
2:01-2:30 PM	PANDI NORTH	STA. MARIA EAST
2:31-3:00 PM	SAN MIGUEL SOUTH	BULAKAN
3:01-3:30 PM	ANGAT	SAN MIGUEL CENTRAL
3:31-4:00 PM	MARILAO NORTH	
OCTOBER 12, 2022 (MORNING)		
TIME	TEAM 1	TEAM 2
8:30-9:00 AM	MARILAO SOUTH	DRT
9:01-9:30 AM	NORZAGARAY EAST	PAOMBONG
9:31-10:00 AM	BOCAUE	HAGONOY WEST
10:01-10:30 AM	SAN MIGUEL NORTH	STA. MARIA CENTRAL
10:31 – 11:00 AM	NORZAGARAY WEST	CALUMPIT SOUTH
11:01-11:30 AM		SAN RAFAEL WEST
OCTOBER 12, 2022 (AFTERNOON)		
TIME	TEAM 1	TEAM 2
1:00-1:30 PM	BALIUG NORTH	PANDI SOUTH
1:31-2:00 PM	GUIGUINTO	SAN ILDEFONSO NORTH
2:01-2:30 PM	PLARIDEL	STA. MARIA WEST
2:31-3:00 PM	BALAGTAS	OBANDO
3:01-3:30 PM	CALUMPIT NORTH	PANDI NORTH
3:31-4:00 PM	PULILAN	



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Enclosure No.2 Division Memorandum No. 335s.2022

The Accounting Unit Core Team

TEAM 1: ADMIN'S ACCOUNT – ACCOUNTANT'S ACCOUNT – ACCOUNTING PERSONNEL

1. DAN HARVEY D. CASTRO
Administrative Assistant III
2. TOBY C. ALEJANDRO
Administrative Staff
3. MARIA PERPETUA B. PEREZ
Administrative Staff

TEAM 2: ADMIN'S ACCOUNT – ACCOUNTANT'S ACCOUNT – ACCOUNTING PERSONNEL

1. JOHN RICHARD P. TIONGSON
Administrative Assistant III
2. MARICEL M. PEREZ
Administrative Assistant III
3. ENGEL BERT A. TORRES
Administrative Staff

TEAM 3: SPEAKERS – MONITORING OF ISSUES AND CONCERNS FOR POST EVALUATION

1. RAY ANGELO G. ZIALCITA
Administrative Assistant III
2. JON-JON O. MANALAD
Administrative Assistant II
3. MA. JOSEFINA B. ALINCASTRE
Administrative Staff

