



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

October 4, 2022

DIVISION MEMORANDUM

No. 342, s. 2022

CORRIGENDUM TO DIVISION MEMORANDUM NO. 335, S. 2022 ENTITLED 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
All Elementary and Secondary School Heads
All Others Concerned

1. As a means of preparation for the on-boarding 100% implementation of the Web-based Monitoring System of the Release, Receipt, Utilization, and Reporting of the MOOE Funds, all intended users at the school level comprising the Bookkeepers, Disbursing Officers, Administrative Officers, and School Heads are instructed to participate in the on-line re-orientation on October 11, 2022 at 8:00am-12:00nn via MS Teams using the following link:

https://teams.microsoft.com/join/19%3ameeting_NzVhNDhiYTUIMGYyOS00ZTE1LWI3OTktMDg2YjgyYWNkZWZl%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. In the case of Implementing Units, the users do not need to undergo the fund request and confirmation of funds since they are receiving funds directly from DBM. In such case, they shall proceed with transactions pertaining to disbursements and liquidation by scanning and conversion of the Cash Disbursement Register (CDR) and Transmittal Form duly received by COA into one file in pdf format for attachment to the web-based system using the following file name format:

Period Covered	File name format
January to March 2022	LQ_Full Name of School_1stQtr2022
April 2022	LQ_Full Name of School_April2022
May 2022	LQ_Full Name of School_May2022
June 2022	LQ_Full Name of School_June2022

3. All other items stipulated as per Division Memorandum No. 335, s. 2022 entitled Phase 2 of the Division-wide Roll-out of the Web-based Monitoring of the Release, Receipt, Utilization and Reporting of MOOE Funds shall take effect.
4. Immediate and wide dissemination of this Memorandum is desired.

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