



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

January 6, 2023

DIVISION MEMORANDUM
No. 014, s. 2023

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

**FULL IMPLEMENTATION OF THE WEB-BASED SYSTEM OF MOOE FUNDS IN ALL
ELEMENTARY AND SECONDARY SCHOOLS**

1. In consonance with Regional Memorandum no. 649, s. 2022 titled Hybrid Training of Trainers (TOT) on Web-based Monitoring System for School Maintenance and Other Operating Expenses (MOOE) Funds, DepEd SDO Bulacan shall have the Full Implementation of the said program in all its elementary and secondary schools as indicated in the schedule hereunder. *Venue TBA.*

January 16, 2023 (Monday, 8:00am-5:00pm)	January 17, 2023 (Tuesday, 8:00am-5:00pm)
Bulakan	Baliwag North
Calumpit North	Baliwag South
Calumpit South	Bustos
Hagonoy East	Plaridel
Hagonoy West	DRT
Paombong	San Ildefonso North
Pulilan	San Ildefonso South

January 18, 2023 (Wednesday, 8:00am-5:00pm)	January 19, 2023 (Thursday, 8:00am-5:00pm)
San Miguel Central	Obando
San Miguel North	Balagtas
San Miguel South	Bocaue
San Rafael East	Guiguinto
San Rafael West	Pandi North
Marilao North	Pandi South
Mariño South	

January 20, 2023 (Friday, 8:00am-5:00pm)
Angat
Norzagaray East
Norzagaray West
Sta. Maria Central
Sta. Maria East
Sta. Maria West



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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2. The objectives of the activity are:
 - 2.1 To ease backlogs by encoding all MOOE transactions during the C.Y. 2022 covering 609 elementary and secondary schools;
 - 2.2 To ensure accurate processing of all C.Y. 2022 MOOE backlogs; and
 - 2.3 To achieve the target that by February 2023, there shall be smooth start of cash advances and liquidation for C.Y. 2023.
3. The participants in this massive encoding of C.Y. 2022 MOOE transactions include the following:
 - 3.1 One (1) representative per school who is more technologically savvy, preferably from school ICT Unit who can render technical support, not necessarily AO or ADAS.
 - 3.2 SDO Accounting Unit Core Team: Accountant Agnes M. Seifnezhad and Administrative Assistants, Ray Angelo G. Zialcita and Jon-Jon O. Manalad (Caniogan HS), Dan Harvey D. Castro, John Richard P. Tiongson, and Maricel M. Perez (SDO Accounting Unit), and J.O. Admin Staff, Toby C. Alejandro, Maria Perpetua B. Perez, Engel Bert A. Torres, and Ma. Josefina B. Alincastre.
 - 3.3 Force Multipliers from the field (ADAS): Mccoy Cortez & Regielyn Nava (JJ Vistan HS), Jaily Jessica Cerdeña (Paombong CS); Ivy Jose (San Ildefonso South), and Darius Joseph Panganiban (Kapitangan HS)
4. The participants from the schools must bring laptop, extension cord, and pocket wifi. They should be entrusted by the users of the web-based system to utilize the School Head and Bookkeeper DepEd account.
5. A registration fee of Php1,200 chargeable to School MOOE Funds shall be collected from each participant to cover the meals, snacks, and venue rental. Payment will be collected by the District Office to be remitted at the SDO Cashier on or before January 13, 2023. Meanwhile, transportation expenses can be charged from the school canteen funds, both are subject to the usual accounting and auditing rules and regulations.
6. The participants should have scanned the documents for the period January to December 2022 downloading and liquidation and save in PDF format:
 - 6.1 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
July 2022	DL_District_School Initial_July2022
August 2022	DL_District_School Initial_August2022
September 2022	DL_District_School Initial_September2022



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October 2022	DL_District_School Initial_October2022
November 2022	DL_District_School Initial_November2022
December 2022	DL_District_School Initial_December2022

- 6.2 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
July 2022	LQ_District_School Initial_July2022
August 2022	LQ_District_School Initial_August2022
September 2022	LQ_District_School Initial_September2022
October 2022	LQ_District_School Initial_October2022
November 2022	LQ_District_School Initial_November2022
December 2022	LQ_District_School Initial_December2022

7. This Memorandum shall serve as travel authority of the participants.
8. All concerned are required to observe all risk-mitigating measures against COVID-19.
9. Immediate and wide dissemination of this Memorandum is desired.

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent/
OIC – Office of the Schools Division Superintendent

