



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

MEMORANDUM

FEB 07 2022

TO: All Schools Division Superintendents
All Division Accountants and Budget Officers
All School Accountants and Bookkeepers
All Elementary and Secondary School Principals/School Heads
Regional Finance Division Personnel
All Others Concerned

FROM: **TOLENTINO G. AQUINO**
Director IV

SUBJECT: **ONE-DAY REGIONAL ORIENTATION ON THE USE OF MOOE MONITORING SYSTEM**

DATE: February 7, 2022

1. Please be advised that there will be a One-Day Regional Orientation on the Use of the Maintenance and Other Operating Expenses (MOOE) Monitoring System in a digital platform on February 24, 2022 at exactly 8:00 AM.
2. The agenda for the orientation shall be as follows:
 - a) Orient the Schools Division Offices and schools on the use of the MOOE Monitoring System;
 - b) Present the features and application of the system monitoring for MOOE releases/downloading;
 - c) Discuss other related issues and concerns
3. The participants of the said activity are:
 - a) Division Accountants
 - b) Division Budget Officers
 - c) Secondary School Accountants/Bookkeepers
 - d) Two (2) SDO Proper financial staff who will assist in the processing, liquidation and reporting of school MOOE
 - e) Elementary and Secondary School Principals/School Heads
 - f) Selected Regional Finance Division Personnel

DepEd Region 1: Built on character; empowered by competence.



Flores St., Catbangan, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com





Republic of the Philippines
Department of Education
REGION I

Office of the Regional Director

4. In view thereof, all Division Accountants are directed to encode the names and information of the expected participants on or before February 14, 2022. A google sheet will be sent to their respective email addresses and this will be the basis for the invitation in the meeting.
5. All are advised to use their DepEd email accounts.
6. All expenses relevant to this activity are charged against Regional Funds, subject to the usual accounting and auditing rules and regulations
7. For any inquiries and clarifications, please contact **Finance Division-Accounting Section** through email at fd.as@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.

Reference No.: 119
FD-AS/mgc



DepEd R01



DepEd Region 1: Built on character; empowered by competence.



Flores St., Catbangan, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com

