



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
 OSDS-2025-0028

To : Assistant Schools Division Superintendent  
 Division Accountant  
 Finance Personnel  
 All concerned

Subject : **ORIENTATION/REORIENTATION OF THE SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) WEB-BASED MONITORING SYSTEM AND OTHER RELATED MATTERS**

Date : February 28, 2025

In order to ensure that the Finance personnel, including the newly hired/promoted staffs, are equipped with the latest knowledge and skills in handling the School Maintenance and Other Operating Expenses (MOOE) Web-Based Monitoring System and other related matters thereto, an orientation/reorientation on the matter will be held on **February 28, 2025** at the **Division Training Center, Panabo City**.

The following personnel are advised to attend:

1. Glenn B. Separis, CPA, CESE – Division Accountant
2. Edgene G. Palces – AO II
3. Janez Bungabong – ADAS III
4. Vanessa Bigay – ADAS II
5. Jessa Dumalag – ADAS III
6. Sheila Mae Lapasa – ADAS III
7. Airon G. Ortiz – ADAS III
8. Melanie A. Pedoy – ADAS III
9. Mary Joy Sagot – ADAS III
10. Imelda Tagwalan – ADAS III

Transportation expenses of school personnel are chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.

For information and strict compliance.

For and in the absence of the SDS:

**BASILIO P. MANA-AY, JR. CESO VI**  
 Assistant Schools Division Superintendent

Enclosed as stated  
 OSDS/gbs/mjcs

**RELEASED**

**FEB 28 2025**