



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 Tagwanan – 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
RELEASED

FEB 28 2025

Enclosed as stated
OSDS/gbs/mjcs