



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

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**OSDS-2025-0125**

To : ALL SCHOOL ADMINISTRATIVE OFFICER II/ADMINISTRATIVE ASSISTANT III&II, PROJECT DEVELOPMENT OFFICER I AND CONTRACT OF SERVICES PERSONNEL

Subject: **RE-ORIENTATION ON MOOE DOWNLOADING AND DISBURSEMENT, CROSS-CHECKING OF LIQUIDATION REPORTS, MONTHLY SUBMISSION SCHEDULE WITH KEY COMPLIANCE SUMMARY, CASHIER'S CONCERN, AND MOOE WEB-BASED MONITORING TOOL**

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Date : August 26, 2025

Please be advised to attend the **Face-to-Face Training on MOOE Downloading and Disbursement, Cross-Checking of Liquidation Reports, Monthly Submission Schedule with Key Compliance Summary, and MOOE Web-Based Monitoring Tool** will be conducted on **August 28, 2025, from 8:00 a.m. to 5:00 p.m.** The **venue** will be announced prior to the conduct of the training.

This activity is designed to:

1. Standardize disbursement procedures to ensure funds are released and used strictly in accordance with approved programs and priorities.
2. Strengthen liquidation cross-checking to prevent errors, duplication, and misuse of funds through systematic validation and review.
3. Enforce a clear monthly submission schedule to promote discipline in reporting and timely consolidation of financial data.
4. Provide a concise compliance summary for easier monitoring of adherence to requirements; and
5. Introduce and train participants in the use of the **MOOE Web-Based Monitoring Tool** to enhance real-time tracking, validation, and compliance reporting.

**Participants** are directed to:

- Attend punctually and actively participate in all sessions.
- **Bring their own laptops** for the hands-on training sessions; and
- **Bring previous liquidation reports and related financial documents**, which will be used during both the **cross-checking workshop** and the **MOOE Web-Based Monitoring Tool activity**.

Transportation expenses shall be charged to **Division/School MOOE or other local funds**, subject to the usual accounting and auditing rules and regulations.



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For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

OSDS/jlb 

**RELEASED**

**AUG 26 2025**

RECORDS SECTION: SDO PANABO CITY  
BY 



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Activity Matrix on Re-orientation on MOOE downloading and disbursement, Cross-Checking of Liquidation Reports, Monthly Submission Schedule with key compliance summary, Cashier's concern, MOOE Web-Based Monitoring Tool, One-Time Downloading.

Session No.	Duration	Day & Time	Activity	Resource Person
<b>Presentation Materials</b>	2 days	Prior to training	<ul style="list-style-type: none"> <li>• Gather data for the topics to be discussed</li> </ul>	Janez L. Bungabong & Airon Oritiz
<b>Activity Design &amp; Memorandum</b>	1 day	Prior to training	<ul style="list-style-type: none"> <li>• Preparation and finalization of Activity Design &amp; Memo</li> </ul>	Janez L. Bungabong & Imelda Tagwalan
<b>Registration</b>	30 mins	8:00-8:30 am	<ul style="list-style-type: none"> <li>• Attendance</li> </ul>	Geraldine Morfe
<b>Opening Program</b>	30 mins	8:30-9:00 am	<ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Ecumenical Prayer</li> <li>• Deped Policy Statement</li> <li>• Acknowledge of Participants</li> <li>• Welcome/ Inspirational Messages</li> <li>• Photo Documentation</li> </ul>	Shiela Lapasa
<b>Session 1</b>	1 hour	9:00 am-10:00 am	<ul style="list-style-type: none"> <li>• PowerPoint Presentation about MOOE Downloading</li> </ul>	Janez Bungabong/Imelda Tagwalan
<b>Health Break</b>	30 mins	10:00-10:30am		
<b>Session 2</b>	1 hr. & 30 mins	10:30am-12:00am	<ul style="list-style-type: none"> <li>• PowerPoint Presentation about MOOE Utilization</li> </ul>	Airon Ortez/Melanie Pedoy
<b>Lunch Break</b>	1 hour	12:00-1:00 pm		
<b>Session 3</b>	30 mins	1:00pm-1:30pm	<ul style="list-style-type: none"> <li>• Cashier's Concern</li> </ul>	Katherine Jayoma
<b>Session 4</b>	1 hour	1:30-3:00pm	<ul style="list-style-type: none"> <li>• Web Based Orientation</li> </ul>	Edgene Palces
<b>Health Break</b>	30 mins	3:00-3:30pm		



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<b>Closing Program</b>	3:30pm-5:00pm	<ul style="list-style-type: none"> <li>• Insights</li> <li>• Challenge</li> <li>• Accepting the Challenge/ Pledge of Commitment</li> <li>• Closing Remarks</li> </ul>	Cziel Mae Warain Melanie Pedoy
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**List of Participants:**

<b>Schools</b>	<b>Name of Participants</b>
AO FLOIRENDO ES II	MICHAEL JAY GLORIA
CABILI ES	ROLLYN MARIE DELA GENTE
DONA NENITA ES	RACHEL CHIN LIM
GREDU ES	ELAINE SAUSE
PCES SPED CENTER	CHERRY MAE ESCOBAL
RIZAL ES	JAMAICA ALIVIADO
SALVACION ES	CAMAEALA MIJARES
SAN FRANCISCO ES	IONE JEAN AMOGUIS
SAN PEDRO ES	CATHERINE NIEZ
SAN VICENTE ES	EDGENE PALCES
STO. NINO ES	CARMINA RETES
AO FLOIRENDO ES	MARK DONNEL CUBERO
P. CHANGCO ES	AUBREY SINGSON
CA SISON ES	AXL JAY CAVAN
DALISAY VILLAGE ES	CHESKA L. OBLIGADO
VN DAQUIO ES	EVANGELINE T. TABIGUE
MA JAVELLANA ES	Designated by the School Head
NANYO ES	ERIKA RAYEE LUMANDONG
RD MABITAD ES	MARK MICHAEL PONTILLAR
ROXAS ES	HANNA KAYE D. CABUGSAN
SINDATON ES	RHODA PAREDES
SO. DAVAO ES	AIME DE VERA
TIBUNGOL ES	Designated by the School Head
BUENAVISTA ES	Designated by the School Head
GL DONDOD ES	JUN ERNIE IGCASAMA
JP LAUREL ES	RIZA HINGPIT
KATUALAN ES	Designated by the School Head
KIOTOY ES	MYRA JOHANNAH G. MAGSAYO



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MABUNAO ES	JONATHAN A. OLAER
NB GALAPIN ES	CHELSEA GWEN MALABAD
SAN ROQUE ES	Designated by the School Head
STA.CRUZ ES	ETHEL M. VARGAS
TAGUROT ES	MIRAFLOR U. ZAFRA
CONSOLACION ES	SHEILA MAE OLAER
DATU ABDUL ES	JOHN DARWIN JADULCO
KASILAK ES	SHERLYNNE REMOREN

KATIPUNAN ES	GIZELLE RADO
TG GERONA ES	CHARNEL FATE ALBITE
LICANAN ES	APRIL JOIE DISCAYA
LITTLE PANAY ES	LESTER MARL CANCAN
MALATIVAS ES	SHERLYNNE REMOREN
NAMUAG ES	DIOMEDES CABERO
NEW VISAYAS CES	AILEEN PORTRIAS
WATERFALL ES	Designated by the School Head
Quezon NHS-SHS	MARIE GRACE UBALDO
Malativas NHS-SHS	ROVIE C. GONZALES
Manay NHS-SHS	Designated by the School Head
Sindaton NHS-SHS	RUSHFER BOB JICK L. PADILLA
Kauswagan NHS-SHS	CHRISTINE CENIZA
Little Panay NHS-SHS	MARICRIS GERSAVA
Mabunao NHS-SHS	LORELIE MISOLES
Kasilak NHS	CHRISTINE JANE BATION
Cagangohan NHS-SHS	Designated by the School Head
Desiderio F. Dalisay Sr. NHS	GABRIELLE SOPHIA L. TAMULA
Lorenzo T. Concepcion IS/ES	JENNIFER B. JUMALON
Nanyo NHS	Designated by the School Head
PANABO CITY SHS	JOAN L. SIOSION

**Finance Personnel**

Imelda D. Tagwalan	Rowena Verallo
Janez Bungabong	Rex Aniscal
Melanie Pedoy	May Jerrylen Matulin
Airon Ortiz	
Shiela Lapasa	
Geraldine Morfe	
Ceziel Mae Warain	

**SDO Personnel**

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