



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**OSDS-2025-0134**

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

Subject: **CORIGENDUM TO DIVISION MEMORANDUM OSDS-2025-0125 RE: 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**

Date : September 03, 2025

Please be informed that the scheduled Re-Orientation Training 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, will now be conducted via an online platform.

Key Changes:

- **Platform:** The training will be held online via *Google Meet*. Link will be posted through group chat.
- **Date and Time:** The training will be this coming September 08, 2025, at 8:00 am to 5:00 pm.
- **Materials:** Laptop and LR Documents.

*Note: Please ensure a stable internet connection to actively participate in the online training.*

All other instructions and objectives outlined in the original memorandum remain in effect.

For your guidance and compliance.

*For and in the absence of the Schools Division Superintendent:*

**JANWARIO E. YAMOTA**

Chief ES – Curriculum Implementation Division

OSDS/jlb&idt

**RELEASED**

**SEP 04 2025**



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 



Republic of the Philippines  
**Department of Education**  
REGION XI  
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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 Oritz     |
| <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> | Cezie Mae Warain<br>Melanie Pedoy |
|------------------------|--|---------------|---|-----------------------------------|

**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 DONDODY 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           |
| Nanya NHS                    | Designated by the School Head |
| PANABO CITY SHS              | JOAN L. SIOSION               |

**Finance Personnel**

|                    |
|--------------------|
| Imelda D. Tagwalan |
| Janez Bungabong    |
| Melanie Pedoy      |
| Airon Ortiz        |
| Shiela Lapasa      |
| Geraldine Morfe    |
| Ceziel Mae Warain  |

**SDO Personnel**

|                      |
|----------------------|
| Rowena Verallo       |
| Rex Aniscal          |
| May Jerrylen Matulin |
|                      |
|                      |