



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: **CORRIGENDUM 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



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RECORDS SECTION, SDO PANABO CITY
BY



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

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**

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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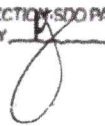
For your guidance and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

OSDS/jib 

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AUG 26 2025

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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 |
|---|-----------------|-------------------|--|--------------------------------------|
| Presentation Materials | 2 days | Prior to training | <ul style="list-style-type: none">Gather data for the topics to be discussed | Janez L. Bungabong & Airon Oritiz |
| Activity Design & Memorandum | 1 day | Prior to training | <ul style="list-style-type: none">Preparation and finalization of Activity Design & Memo | Janez L. Bungabong & Imelda Tagwalan |
| Registration | 30 mins | 8:00-8:30 am | <ul style="list-style-type: none">Attendance | Geraldine Morfe |
| Opening Program | 30 mins | 8:30-9:00 am | <ul style="list-style-type: none">National AnthemEcumenical PrayerDeped Policy StatementAcknowledge of ParticipantsWelcome/ Inspirational MessagesPhoto Documentation | Shiela Lapasa |
| Session 1 | 1 hour | 9:00 am-10:00 am | <ul style="list-style-type: none">PowerPoint Presentation about MOOE Downloading | Janez Bungabong/Imelda Tagwalan |
| Health Break | 30 mins | 10:00-10:30am | | |
| Session 2 | 1 hr. & 30 mins | 10:30am-12:00am | <ul style="list-style-type: none">PowerPoint Presentation about MOOE Utilization | Airon Ortezt/Melanie Pedoy |
| Lunch Break | 1 hour | 12:00-1:00 pm | | |
| Session 3 | 30 mins | 1:00pm-1:30pm | <ul style="list-style-type: none">Cashier's Concern | Katherine Jayoma |
| Session 4 | 1 hour | 1:30-3:00pm | <ul style="list-style-type: none">Web Based Orientation | Edgene Palces |
| Health Break | 30 mins | 3:00-3:30pm | | |



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

List of Participants:

| Schools | Name of Participants |
|--------------------|-------------------------------|
| 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 | CAMAELA MIJARES |
| SAN FRANCISCO ES | IONE JEAN AMOGUIS |
| SAN PEDRO ES | CATHERINE NIEZ |
| SAN VICENTE ES | EDGEENE 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 DONDOY 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 | MIRAFLORE 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 MISOLE |
| 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

SDO Personnel

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