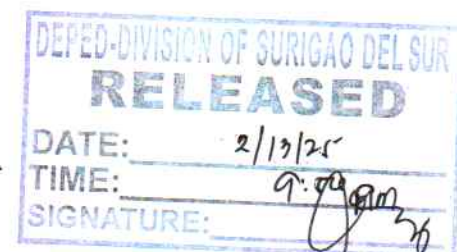




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**



**Office of the Schools Division Superintendent**

**February 03, 2025**

Division MEMORANDUM  
No. 071, s. 2025

**TRAINING-WORKSHOP ON THE SCHOOL MOOE WEB-BASED  
MONITORING SYSTEM**

To: Division Accountant III  
Division Budget Officer  
Select Elementary & Secondary Non-Ius Administrative Officers and  
Administrative Assistants  
Division Bookkeeper  
All Other Concerned

1. In line with the Department of Education Memorandum No. OUF-2021-0880 dated December 28, 2021, titled "Advisory on the Adoption and Implementation of the Web-Based Monitoring System of the School MOOE Funds, a Training-Workshop on the School MOOE Web-Based Monitoring System will be conducted on **February 19, 2025 (Batch 1)** and **February 20, 2025 (Batch 2)**.
2. Venue will be announced later.
3. The activity aims to provide appropriate knowledge, skills, and attributes for the participants to be able to:
  - a. proficiently navigate the MOOE Web-based monitoring system;
  - b. effectively utilize all system features and functions;
  - c. promote uniformity in financial data entry and reporting across all schools in the division;
  - d. establish standard procedures for monitoring and reporting MOOE expenditures; and
  - e. be provided hands-on sessions where participants can practice using the system and solve common issues.
4. The participants in this training workshop are the following:

**Division:**

Accountant, Budget Officer, Administrative Officer, Administrative Assistants

**School:**

Administrative Officers/ Administrative Assistants from Elementary Schools and Secondary Non-IUs



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

6. No registration shall be charged. Expenses relative to the conduct of this activity are chargeable against continuing mooe. The travelling expenses of the participants are chargeable against School MOOE funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is hereby directed.

**LORENZO O. MACASOCOL, CESO V**  
Schools Division Superintendent

Encl.: As stated  
References:

To be indicated in the Perpetual Index under the ff subjects:  
BEC/DM-MEMO  
01/February 03, 2025