



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

January 6, 2023

**DIVISION MEMORANDUM**

No. 004, s. 2023

JAN 07 2023

**CONDUCT OF ORIENTATION/HANDS-ON THE USE OF WEB-BASED MONITORING  
SYSTEM OF SCHOOL MOOE**

To: OIC-Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
Finance Personnel  
Division and Clustered Bookkeepers  
All Others Concerned

1. This Office through the Accounting Unit will be conducting orientation and hands-on training on the use of a web-based system for monitoring the release, receipt, utilization, and reporting of School MOOE Funds and Other Program Funds (SBFP and FLO). This is in compliance with the requirements of the five-year Program Loan from the Asian Development Bank (ADB) for the **Secondary Education Support Program (SESP) Disbursement Link Indicator (DLI) 5.2**.

2. In this regard, all School Heads are advised to attend said orientation/training on the following schedule at the Division Office New Conference Hall.  
The schedule is as follows:

District	Date	Time
K5	January 23, 2023	9:00 a.m – 11:00 a.m.
K4	January 23, 2023	2:00 p.m. – 4:00 p.m.
K2	January 24, 2023	9:00 a.m – 11:00 a.m.
K3	January 24, 2023	2:00 p.m. – 4:00 p.m.
K1	January 25, 2023)	9:00 a.m – 11:00 a.m.
Secondary (IUs and Non-IUs)	January 25, 2023	2:00 p.m. – 4:00 p.m.

3. As a security feature, anybody cannot access the system without the official email account. Thus, all participants must have their official DepEd email account.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph



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4. All participants are enjoined to bring laptop and an internet device.
5. Health and safety protocols shall be strictly adhered to during the conduct this activity.
6. Widest dissemination and strict compliance with this Memorandum are desired.

**NICASIO S. FRJO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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