



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

DIVISION MEMORANDUM

No. 072, s. 2021

**REVIEW OF THE IMPLEMENTING GUIDELINES OF THE DIRECT RELEASE,
USE, MONITORING AND REPORTING OF MAINTENANCE
AND OTHER OPERATING EXPENSES (MOOE) ALLOCATIONS OF SCHOOLS**

To: Assistant Schools Division Superintendent
Public District Supervisors
Elementary and Secondary Non-IU School Heads
Budget Officer II
Clustered Bookkeepers
All Others Concerned

1. The Division Finance Unit will conduct a meeting, together with the Division Clustered Bookkeepers, on the **Review of the Implementing Guidelines of the Direct Release, Use, Monitoring and Reporting of Maintenance and Other Operating Expenses (MOOE) Allocations of Schools** on **March 23, 2021, 8:00 am – 5:00 pm** at the **DepEd Kabankalan City Division Library Hub**.
2. Participants to this activity are the following:
 - a. Budget Officer (1)
 - b. Administrative Officer V (1)
 - c. Division Nurse (1)
 - d. Clustered Bookkeepers (22)
 - e. Division Accounting and Budget Bookkeepers (13)
3. Participants are advised to have their temperature checked and to maintain physical distancing.
4. Food and other expenses are chargeable to Division HRTD Funds while travelling expenses are chargeable to School MOOE subject to the usual accounting and auditing rules and regulations.
5. For widest dissemination and compliance.


PORTIA M. MALLORCA, PhD., CESO V
Schools Division Superintendent



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For Clustered Bookkeepers, presented below is your specific schedule for the meeting that will be held on March 23, 2021.

PARTICIPANT'S NAME	SCHEDULED TIME
CHRISTIE MYRRH COMPLETO	8:00 AM - 12:00 PM
JARVIS JAMES SUYO	
NAILA JANE CARIAN	
MARIAN CHAVEZ	
JANINE DENISE FELICANO	
MARITES CACERES	
LESTINE RESUMA	
RUELINE CARRERA	
LORADEL OLMEDO	
JOHANNA GARZON	
SHARON MAE JABONETA	
IRENE EJAR	1:00 PM - 5:00 PM
IRA CHRISCIA LIMACO	
ANDREW MARIE OBIDOS	
JERREL VELASCO	
SEAIA RAIZA LIMACO	
MILKEY SIGUE	
RIA CARDANO	
RONNIE COPIADO	
ROBERTO CABADON	
HARTZEL JOY EVANGELIO	
MARY GAILLE CARIAN	

Names mentioned above are requested to come to their respective scheduled time. Attendance is a must.