



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



17 December 2021

DIVISION MEMORANDUM  
No. 521, s. 2021

**ORIENTATION TO THE IMPLEMENTATION OF THE MOOE SYSTEM**

To: **Accountant III**  
**Budget Officer III**  
**Selected School Heads**  
**Selected ADAS III**  
**Selected ADAS II**  
**All others concerned**

1. You are hereby directed to attend **the Orientation to the Implementation of the Maintenance and Other Operating Expenses (MOOE) System** on December 22, 2021 from 8:00 a.m to 5:00 p.m at 2<sup>nd</sup> floor School Bookkeepers' Office, Ruby Building Division Office.
2. The activity is aimed at the following:
  - a. Orient and allow the participants to perform hands-on training on the MOOE System;
  - b. Improve the recording system and data gathering of financial reports; and
  - c. Enhance transparency and enable more effective and efficient financial management, monitoring, and reporting of School MOOE.
3. This activity shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For information, guidance and compliance.

  
**OLGA C. ALONSABE, Ph.D., CESE**  
Schools Division Superintendent  
Office of the Schools Division Superintendent 

Enclosure: : List of Participants

FINANCE/QLA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
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Enclosure: List of Participants

<b>Morning Session</b>	
<b>Division Personnel</b>	<b>School Heads</b>
1. Alsamel Jane B. Paisano	Letecia O. Pagayon
2. Carlos D. Acero, Jr.	Doreen P. Martinez
3. Clark Airon G. Unson	Mary Jade A. Cacayan
4. Edjie P. Dagopioso	Ma. Lou Lea C. Nob
5. Leabeth P. Salva	Lina C. Bejiga
6. Marilou B. Paglinawan	Salvador T. Bendijo II
7. Marjorie T. Ras	Richard A. Sabellano
8. Ricca Stephanie E. Oco	Ian Khay H. Castro
9. Rothellee L. Saburnido	Zigger E. Villahermosa
10. Ruby Flor M. Sinco	Roger E. Pagayon
11. Kemberly D. Oco	Jessica Marie B. Ramos
	Marivic S. Torres
<b>Afternoon Session</b>	
1. Alsamel Jane B. Paisano	Rebecca B. Namoc
2. Carlos D. Acero, Jr.	Raphy B. Buma-at
3. Clark Airon G. Unson	Sammy S. Tres Reyes
4. Edjie P. Dagopioso	Jovel C. Labis
5. Leabeth P. Salva	Jackeline L. Ocon
6. Marilou B. Paglinawan	Melanie M. Ligutom
7. Marjorie T. Ras	Chuchie A. Quiring
8. Ricca Stephanie E. Oco	Analyn G. Fabria
9. Rothellee L. Saburnido	Helen S. Palasan
10. Ruby Flor M. Sinco	Rosemarie U. Saguing
	Mariel B. Ubaub

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