



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG-PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 11, 2025

DIVISION MEMORANDUM
NO. 214 s. 2025

ATTENDANCE TO THE REGIONAL TRAINING OF TRAINORS ON THE UTILIZATION OF SCHOOL MOOE WEB-BASED MONITORING SYSTEM

TO: OIC- Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 291, s. 2025 dated February 25, 2025 titled "Regional Training of Trainors on the Utilization of School MOOE Web-Based Monitoring System, the following personnel are advised to attend on March 24-25, 2025 within Sorsogon Province:

Name	Position Title	School/Office
1. Angelo James O. Aguinalde	Accountant III	SDO-Proper
2. Jennifer B. Metica	Information Technology Officer I	SDO-Proper
3. Juanito P. Torres	Senior Bookkeeper	SDO-Proper
4. Carmela C. Molod	Senior Bookkeeper	SDO-Proper
5. Efren O. Matienzo, Jr.	School Principal II	Palumbanes Integrated School
6. Adeleine R. Arcilla	Head Teacher II	Caragumihan Elementary School & Macutal Elementary School/Baras South District
7. Ma. Carissa M. Guerrero	Administrative Officer II	Buyo Integrated School & Dugui Too Elementary School/Virac North District

2. The objectives of the said training are as follows:
- a. Orient the participants on the use of the MOOE Monitoring System;
 - b. Present the features and application of the system monitoring for MOOE releases/downloading;
 - c. Present the roles and functions of the participants in the web-based system per governance level; and
 - d. Benchmark the best practices of SDO Sorsogon Province in the utilization of the system.
3. Travelling expenses and other incidental expenses shall be charged against local funds while meals and accommodation shall be charged against downloaded funds from Regional Office subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and strict compliance.

CECILE C. FERRO CESO VI,
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent