



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION

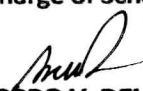
Date: JAN 30 2018

Time: 5:14 P.M.

Initial/Signature: [Signature]

MEMORANDUM

To: All Public School District Supervisors
Elementary and Secondary School heads (Non IUs)
School Finance Officers, Disbursement Officers and ADAS
(In Charge of School MOOE Liquidation)

From: 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject: Submission of Feedbacks and Suggestions on the use of E-MOOE Template

Date: January 26, 2018

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1. With the full implementation of the use of the Simplified Liquidation E-Template in our division, all schools utilizing this ICT innovation are required to submit their feedbacks and suggestions following the attached template.
 2. Feedbacks and suggestions are needed to improve the designed template for more convenience and proper assistance be given specifically for the new school heads / finance officers and Administrative Assistants (ADAS).
 3. This report should be submitted on or before February 9, 2018 at the Accounting Department c/o Carmela C. Molod, Senior Bookkeeper.
 4. Immediate dissemination and compliance of this memorandum is desired.

FEEDBACKS AND SUGGESTIONS IN THE USE OF E-MOOE TEMPLATE

Name of School : _____

District : _____

Month started to use e-MOOE Template	Is the preparation and liquidation of MOOE cash advances enhanced?		Which one is convenient to use in the preparation and liquidation of school MOOE		Is there any error(s) in UACS account codes with respect to each Account's Name (if Yes Specify Account's Name)		Which part(s) of the system is/are not working /difficult to enter data?	Comments and Suggestions
	YES	NO	Usual Practice	e-MOOE Template	YES	NO		

Prepared by:

School Finance Officer

Noted:

School Head