



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

13 NOV 2025

DIVISION MEMORANDUM

No. **610** s. 2025

ONE-DAY REORIENTATION ON THE PROCEDURAL GUIDELINES ON MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND PROGRAM SUPPORT FUNDS (PSF)

To: Heads of Public Secondary, and Integrated Non-Implementing Unit Schools
Administrative Officers II
All Others Concerned

1. This Office, through the Accounting Section, will conduct a **One-Day Reorientation on the Procedural Guidelines on Management of Cash Advances for School Maintenance and Other Operating Expenses (MOOE) and Program Support Funds (PSF)** on **November 25, 2025**. The venue will be announced later.
2. The activity aims to:
 - orient the participants on the procedural guidelines of managing School MOOE and PSFs pursuant to COA, DBM, DepED Joint Circular 2019-1;
 - orient the participants on the Checklist System of supporting documents for liquidation of downloaded School MOOE and PSFs;
 - strengthen the process of downloading and liquidating the School MOOE and PSFs; and
 - address financial issues and concerns relative to School MOOE and PSFs.
3. List of Participants, Program Management Team, and Program Matrix of this activity are found in Enclosure No. 1, 2 and 3, respectively. **Attendance is mandatory.**
4. A registration fee of **Six Hundred Pesos (Php 600.00)** shall be collected from each participant to cover expenses for food (1 lunch and 2 snacks) and travel and incidental expenses of the participants shall be chargeable against downloaded School MOOE funds. Meanwhile, expenses for food of the Program Management Team (PMT) in this activity shall be charged to Division MOOE funds, both subject to usual accounting and auditing rules and regulations.
5. This **Memorandum serves as Authority to Travel** of all participants as indicated in Enclosure 1.
6. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, gender, civil status, disability, religion or similar factors, and personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subject:

ORIENTATION SEMINARS



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Enclosure No. 1 - List of Participants

School	Name of Participants	Designation
San Antonio NHS	LIEZEL B. DELFIN	PRINCIPAL I
	SHANAIA B. FANTILANAN	ADMINISTRATIVE OFFICER II
Malonoy NHS	MERRY JOY P. ESTIALBO	PRINCIPAL I
	MARIA LISLE E. BUALA	ADMINISTRATIVE OFFICER II
Dr. Laureano R. Frial IS	MYRA NERECENA	PRINCIPAL II
	ALVIN B. FENIS	ADMINISTRATIVE OFFICER II
Presentacion Diez Gregorio NHS	RHYAN HOQUERIZA	HEAD TEACHER I
	JEMIMA M. HIBALER	ADMINISTRATIVE OFFICER II
Aglalana IS	RUTH HILAPAD	MASTER TEACHER I
	JASON DANOS	ADMINISTRATIVE OFFICER II
Aglanot IS	NAPOLEON PROTACIO	HEAD TEACHER III
	JANE MANGUITO	ADMINISTRATIVE OFFICER II
Basiao NHS	EVA U. CONCEPCION	ADMINISTRATIVE OFFICER II
Manuel Ganzon Advincula IS	ROSCHEL F. ROBLES	TEACHER III
	JAYVEE FLOYD S. FONTIVEROS	ADMINISTRATIVE OFFICER II
Agbun-od IS	SHIELLA MIE V. DELA TORRE	HEAD TEACHER II
	JONAS B. VELADO	ADMINISTRATIVE OFFICER II
Francisco C. Vacaro IS	YOLI L. LLORICO	PRINCIPAL I
	REYNA FE U. VACARO	ADMINISTRATIVE OFFICER II
East Villaflores NHS	ELPHEGE PACLIBAR	PRINCIPAL I
	HAZEL PALMA	ADMINISTRATIVE OFFICER II
Guinbialan IS	FE DEPENA	TEACHER III
	JOVELYN ILAGAN	ADMINISTRATIVE OFFICER II
Duluan IS	ABNER DAMSANI	HEAD TEACHER II
	KARENE JOY DE ASIS	ADMINISTRATIVE OFFICER II
Tapulang IS	LONI F. DARIA	TEACHER III
	ROSA DELOS SANTOS	ADMINISTRATIVE OFFICER II
Canapian IS	JOGIE A. VILLAGRACIA	TEACHER III
	JEZZA DISTURA	ADMINISTRATIVE OFFICER II
Bula IS	NARCISO C. FALSARIO JR.	PRINCIPAL IV
	ELNA L. PINEDA	ADMINISTRATIVE OFFICER II
Agkawayan IS	MARJORIC RICARDO	HEAD TEACHER III
	ELGEN MARK JUNE EBON	ADMINISTRATIVE OFFICER II
Pawa NHS	MA. CHARLY DIAZ	PRINCIPAL I
	ANTHONY B. BARRERA	ADMINISTRATIVE OFFICER II
Bago Chiquito IS	MARY ANN ROXAS	PRINCIPAL III
Antonio Belo Memorial IS	ALFONSO D. ARCE	PRINCIPAL I
	SHELLA MIE U. PANOLIN	ADMINISTRATIVE OFFICER II
Celestino D. Diaz IS	ANGELA B. BASINILLO	PRINCIPAL I
	HERMAN DIESTRO	ADMINISTRATIVE OFFICER II
Felixberto Dicon Dorado Sr. IS	LADYLYN D. BIBAÑO	HEAD TEACHER III
	ROSE ANN D. LINACERO	ADMINISTRATIVE OFFICER II
Tinigban IS	JESSIEMAR D. DIAZ	HEAD TEACHER I
	JOHN MEL D. DALIVA	ADMINISTRATIVE OFFICER II
Marciano M. Patricio NHS	REYNALDO B. DORADO	PRINCIPAL I
	NONITO B. DE LOS SANTOS	ADMINISTRATIVE OFFICER II



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Dayhagan IS	A ZELPRESIANKI P. BENLIRO	PRINCIPAL I
	JANNEL D. DELA CRUZ	ADMINISTRATIVE OFFICER II
Guise IS	EMMANUEL B. CUÑADA	HEAD TEACHER I
	NIKKA V. VERGARA	ADMINISTRATIVE OFFICER II
Sinamongan IS	PATRIANA Z P. BENLIRO	PRINCIPAL I
	NONA B. DELA PEÑA	ADMINISTRATIVE OFFICER II
Bailan IS	ROBERTO O. NAELGAS	PRINCIPAL
	JENNIFER DEQUIÑA	ADMINISTRATIVE OFFICER II
Quiajo IS	CHERRIE F. ARROYO	PRINCIPAL I
Ishmael B. Orillos FS	LODECY V. OCBEÑA	MASTER TEACHER I
Bilao IS	EVELYN L. PANUNCIO	PRINCIPAL III
	JUDY B. ABSIN	ADMINISTRATIVE OFFICER II
Vicente Andaya Jr. NHS	BUDDY E. ALVAREZ JR.	PRINCIPAL I
	ART EMMANUEL J. AMORES	ADMINISTRATIVE OFFICER II
Eleodoro J. Ponsaran	MA. JEVY BUHAT	HEAD TEACHER II
	NIVARD A. CARTUJANO	ADMINISTRATIVE OFFICER II
Calixto Loyola Sr. IS	JESSE LAURENCE A. PONSARAN	PRINCIPAL I
	KAREN B. COMPUESTO	ADMINISTRATIVE OFFICER II
Bag-ong Barrio NHS	JENACIL N. ROSALES	HEAD TEACHER II
	ELIZABETH GALENO	ADMINISTRATIVE OFFICER II
Reverend Tomas Conejar NHS	LIZA JEAN A. PEDROSO	HEAD TEACHER I
	ROMELYN G. MARTINETE	ADMINISTRATIVE OFFICER II
Don Leopoldo Gialogo IS	CONNIE P. GALUPAR	PRINCIPAL I
	JOY V. SUPITER	ADMINISTRATIVE OFFICER II
Roxas FS	JOCELYN GARBOSA	MASTER TEACHER I
	WILFREDO G. PAROFIL III	ADMINISTRATIVE OFFICER II



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Enclosure No. 2 – Program Management Team

Roles	Persons Involved
Overall Program Lead	Roel F. Bermejo Schools Division Superintendent Luz U. Banson Assistant Schools Division Superintendent
Training Managers	Denmark L. Llanera Accountant III Cecil Joy D. Diocson Administrative Officer V – Budget
Resource Persons	Rose Mae A. Santos Administrative Officer II Mary Joy A. Agase Administrative Officer II Anthony B. Barrera Administrative Officer II Resyl D. Mirasol Administrative Assistant III Jose Niño A. Mayo Administrative Assistant III Miselyn G. Layno Administrative Assistant II Cerele A. Villagracia Administrative Aide VI
Registration	Marjorie A. Bayhon Administrative Officer IV – Cash
Attendance and Certificates	Racel Jewel A. Asignacion Administrative Officer II
Venue and Documentation	Ginalyn de la Cruz Administrative Assistant III



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Enclosure No. 3 – Program Matrix

Time	Activities	Persons Involved
8:00 – 8:30 AM	Arrival and Registration	Racel Jewel A. Asignacion Administrative Officer II Marjorie A. Bayhon Administrative Officer IV – Cash
8:30 – 8:45 AM	Opening Program	
8:45 – 9:00 AM	Welcome Remarks/Words of Inspiration	Roel F. Bermejo Schools Division Superintendent
9:00 – 10:00 AM	Technical Session 1 ELIGIBLE EXPENSES, CHECKLIST AND SUPPORTING DOCUMENTS	Resyl D. Mirasol Administrative Assistant III
10:00 – 10:15 AM	Health Break	Ginalyn Dela Cruz Administrative Assistant III
10:15 – 10:45 AM	Technical Session 2 GUIDELINES FOR REIMBURSEMENTS	Rose Mae A. Santos Administrative Officer II
10:45 – 11:15 AM	Technical Session 3 GUIDELINES FOR TRAVEL CLAIMS	Cerelo A. Villagracia Administrative Aide VI
11:15 – 12:00 PM	Technical Session 4 WITHHOLDING TAXES	Jose Niño A. Mayo Administrative Assistant III
12:00 – 1:00 PM	Lunch Break	
1:00 – 1:15 PM	Energizer	Ginalyn Dela Cruz Administrative Assistant III
1:15 – 2:00 PM	Technical Session 5 PROCESS FLOW AND PROCUREMENT	Mary Joy A. Agase Administrative Officer II
2:00 – 2:30 PM	Technical Session 6 ISSUANCE OF CHECKS	Miselyn G. Layno Administrative Assistant II
2:30 – 3:00 PM	Technical Session 7 CDR, LIQUIDATION REPORT AND NORSA	Rose Mae A. Santos Administrative Officer II
3:00 – 3:15 PM	Health Break	Ginalyn Dela Cruz Administrative Assistant III
3:15 – 4:00 PM	Technical Session 8 MOOE WEB-BASED SYSTEM	Anthony B. Barerra Administrative Officer II
4:00 – 4:30 PM	Open Forum – Issues and Concerns	Denmark L. Llanera Accountant III
4:30 – 5:00 PM	Closing Program	

Ginalyn B. Dela Cruz
Program Host