



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DM-2019-09-298
DEPED MALAYBALAY CITY DIVISION
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BY:

DIVISION MEMORANDUM

NO. 298, s. 2019

To: Elementary and Secondary Teacher-in Charge
Elementary and Secondary School Financial Staff
Accounting and Budget Services, Division Office
All Others Concerned

From: FOR THE SCHOOLS DIVISION SUPERINTENDENT:

SUNNY RAY F. AMIT
Assistant Schools Division Superintendent

Re: ORIENTATION ON GRANT, UTILIZATION AND LIQUIDATION OF
SCHOOL MOOE FOR THE NEWLY DESIGNATED TEACHER-IN-
CHARGE AND NEWLY HIRED ADMINISTRATIVE ASSISTANTS

1. The Division Office through the Budget and Finance Services shall hold a one-day orientation on September 11, 2019 (Wednesday), 8:00 o'clock in the morning for newly designated Teacher-in-Charge and newly hired Administrative Assistants on the Laws and Rules on Government Expenditures, School Operating Budget, Grant of Cash Advance, Issuance of Checks, Disbursement and eDisbursement Tool, Liquidation of School MOOE, Basic Forms Used by Senior Bookkeepers and Bank Reconciliation.
2. Objective of the meeting is to provide better understanding of the concepts in the grant, utilization and liquidation of School MOOE.
3. Fare of the Field Participants to and from the venue shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. Queries relative to this can be relayed to Rhysa Cyle C. Rosalejos, Accountant III at 09564481479.

Enclosure : Official List of Participants

Copy furnished : Records Section
Accounting Section
Personnel Section



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TO BE POSTED ON WEBSITE

Enclosure- Official List of Participants

NO.	FULL NAME	SCHOOL	POSITION
1	Abecia, Roel	Dalwangan (BNHS)	Teacher-in-Charge
2	Acasio, Maria Shiela	Langasihian (ES)	Teacher-in-Charge
3	Baja, Nairobi Jose	Panamucan (ES)	Teacher-in-Charge
4	Baluran, Caren James	Mapulo (ES)	Teacher-in-Charge
5	Bello, Genelyn	Lunokan (ES)	Teacher-in-Charge
6	Caballero, Nelita	Paiwaig (ES)	Teacher-in-Charge
7	Equipelag, Efraim	Kilap-agan (ES & IS)	Teacher-in-Charge
8	Flores, Danny	Baganao(ES)	Teacher-in-Charge
9	Montanez, Fermer	Manalog (ES)	Teacher-in-Charge
10	Nilles, Cresilda	Taguilanao (ES)	Teacher-in-Charge
11	Ocier, Daniel	Kulaman (ES)	Teacher-in-Charge
12	Oludin, Lester Dave	Tuburan (ELEM & SEC)	Teacher-in-Charge
13	Ombayan, Gemma	Pigpamulahan (ES) & St. Peter (ES)	Teacher-in-Charge
14	Plazos, Dominel	Pighalugan (ES)	Teacher-in-Charge
15	Pullido, Myrna	Calawag (ES)	Teacher-in-Charge
16	Quemado, Edsel James	Luyungan IP (HS)	Teacher-in-Charge
17	Tuquib, Mark Douglas	Bendolan (ES)	Teacher-in-Charge
18	Villaflor, Jonathan	Damitan (ES)	Teacher-in-Charge
19	Adrivan, Almejandro R.	Caburacanan	Head Teacher I
20	Lagunday, Merry D.	Indalasa	Head Teacher I
21	Adajar, Mayela Lou	Office of the SDS	Administrative Assistant III
22	Bandong, Aprille Mae	Office of the SDS	Administrative Assistant III
23	Borres, Jona	Office of the SDS	Administrative Assistant III
24	Brigole, Ruel	Office of the SDS	Administrative Assistant III
25	Cabañelez, Jade Grace C.	Casisang SHS- Stand Alone	Administrative Assistant II
26	Deslate, Michael Angelo	Office of the SDS	Administrative Assistant III
27	Espelita, Edwin	Busdi Integrated School	Administrative Assistant III
28	Lianda, Edwin	Aglayan (CS)	Sub- Administrative Assistant III
29	Lim, Joseph Jason	San Martin National HS	Administrative Assistant III
30	Padla, Waldemar	Busdi Integrated School (SHS)	Administrative Assistant II
31	Quirong, Gwendolyn	Managok Central School	Administrative Assistant III
32	Lumile, Normelyn	Bangcud NHS	Administrative Assistant II