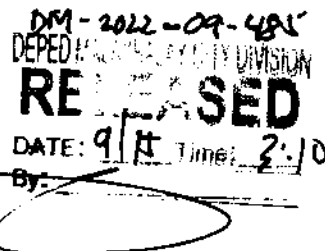




Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2022-54987



**DIVISION MEMORANDUM**

NO. 485, s. 2022

TO: Elementary and Secondary School Financial Staff  
Accounting and Budget Services, Division Office  
All Others Concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

DATE: September 15, 2022

SUBJECT: **ORIENTATION- WORKSHOP ON THE GRANT, UTILIZATION AND LIQUIDATION OF SCHOOL MOOE FOR NEWLY HIRED ADMINISTRATIVE ASSISTANTS**

1. To ensure compliance to accounting rules and regulation, the Office of the Schools Division Superintendent through the Accounting Unit shall hold an orientation-workshop to the newly hired Disbursing Officers and Senior Bookkeepers on *Wednesday, September 21, 2022, 8 o'clock in the morning at GAD Conference Hall.*
2. The participants are the Administrative Assistants assigned in the Division Office and schools who may or are currently handling finance-related works.
3. A registration fee of *Six Hundred Thirty-Two Pesos (P 632.00)* shall be imposed which shall cover cost of meals, snacks, and other training expenses incurred for the orientation. Travelling expenses of the participants shall be charged against the School MOOE subject to the existing accounting and auditing rules and regulations.
4. In the absence of a Trust Fund account of the Division Office, instead of collecting the registration fee of participants from the school, it shall be deducted from the release of the 4<sup>th</sup> Quarter School MOOE. The amount to be deducted were divided based on the annual MOOE allocation for CY 2022 of schools assigned to the Administrative Assistants. Details and breakdown are provided in the Authorization to be submitted upon request for release of the 4<sup>th</sup> Quarter School MOOE. Hence, registration fee of Division Office personnel shall be charged against Division MOOE.
5. For compliance.

Enclosure : List of Participants

TO BE POSTED ON WEBSITE



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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**List of Participants**

<b>No.</b>	<b>Name</b>	<b>Position</b>
1	Ailyn P. Talaman	Administrative Assistant II
2	Amorelle Faith P. Go	Administrative Assistant III
3	Chrizel Jane S. Alarcon	Administrative Assistant II
4	Darry D. Tuminao	Administrative Assistant I
5	Dave M. Feliciano	Administrative Assistant III
6	Elaine Joy B. Baula	Administrative Assistant III
7	Gliecy R. Bacasmot	Administrative Assistant II
8	Heinrich Alwyn S. Un	Administrative Assistant III
9	Henry M. Cipriano Jr.	Administrative Assistant III
10	Jane B. Cambangay	Administrative Assistant II
11	Jecel L. Tugade	Administrative Assistant II
12	Jenilyn P. Canonigo	Administrative Assistant II
13	Jerome L. Astudillo	Administrative Assistant III
14	Joeril C. Labita	Administrative Assistant II
15	Jonathan E. Garan	Administrative Assistant II
16	Joy D. Butad	Administrative Assistant II
17	Joy Mae H. Anecio	Administrative Assistant III
18	Nemsie C. Salvo	Administrative Assistant II
19	Quencie Mae T. Calao	Administrative Assistant II
20	Sheila May TN. Ambrad	Administrative Assistant II
21	Shirley E. Monsanto	Administrative Assistant II
22	Sunshine C. Gamboa	Administrative Assistant III