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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 182, s. 2024

April 22, 2024

To: ASDS
ACCOUNTANT III
AO V – BUDGET OFFICER
ADMINISTRATIVE ASSISTANTS FROM THE BUDGET & FINANCE SECTION
SCHOOL-BASED ADMINISTRATIVE ASSISTANT III & II

ORIENTATION-WORKSHOP ON THE MOOE WEB-BASED MONITORING SYSTEM FOR ADMINISTRATIVE ASSISTANT III & ADMINISTRATIVE ASSISTANT II

1. In line with the Central Office Memorandum OUF-2021-0880 re: The Adoption and Implementation of the Web-based System developed to monitor the release, receipt, utilization, and reporting of the funds for the School Maintenance and Other Operating Expenses (MOOE), there will be an Orientation- Workshop for School-based Administrative Assistant III and Administrative Assistant II on May 16, 2024 (Batch I) and May 17, 2024 (Batch II), 08:00AM to 05:00PM.
2. The objectives of this activity are as follows:
 - a. To facilitate the operation, preparation, and submission of MOOE Web-based Monitoring System for First Quarter of CY2024.
 - b. To provide technical assistance to all concerned personnel to become more functional and productive to their respective duties and responsibilities.
 - c. To assess the monthly financial performance of schools.
 - d. To discuss all other issues and concerns of participants.
3. The participants of this activity are the following:

SDO Participants = 13

 - a. SDS - 1
 - b. ASDS - 1
 - c. AO V (Budget) - 1
 - d. Accountant III - 1
 - e. Administrative Assistants (Finance) - 6
 - f. Administrative Assistants (Budget) – 3

School-based Participants = 92

Refer to Enclosure A & B for the List of Participants.

4. Participants are advised to bring their Liquidation Reports from January to April 2024 of all Cluster Schools, Cashbooks, Laptop, and extension cords.
5. The venue of this activity shall be announced at a later date.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
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6. Traveling expenses in the conduct of this activity shall be charged from Schools MOOE Fund subject to usual budgeting, accounting, and auditing rules and regulations. AM & PM snacks and lunch will be provided to all participants.
7. All participants are required to attend this meeting. Strict compliance with this memorandum is hereby requested.

AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent



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Enclosure A to Division Memorandum No. 182, s.2024

LIST OF PARTICIPANTS

BATCH I (MAY 16, 2024)

NO.	ADMINISTRATIVE ASSISTANT III	NO.	ADMINISTRATIVE ASSISTANT II
1	ZOREN KIERKE GARD L. PRINCER	1	WILMER F. ULBAKEN
2	PIA ODESSA B. WANGDISAN	2	JILLIAN MAE M. BABILA
3	FROYLAN B. ADAME	3	CARLOS B. BARGAS JR.
4	ARIANNE T. BENAURO	4	EDWIN B. BENABESE
5	ZORAIDA P. BERMUDEZ	5	JENELMA G. BASSAT
6	ANGEL E. PADRE	6	WILMA M. VIADO
7	NIKKI S. PUCAY	7	JASSEN B. BURTON
8	LENIDA A. TABERDO	8	DOMELYN C. HORCA
9	KATHERINE Q. TENEBRO	9	DIANA ROSE R. BOBITA
10	JONATHAN R. PINTO	10	MAY IZCON P. CABUNOC
11	CHRISTITA D. ZABALLERO	11	LORNA H. BERONILLA
12	OLIVIA B. SABOY	12	ELSA A. TUZON
13	MACAMTAR G. DALANGIN	13	PRINCESS MAE T. ALDACA
14	NEI SHARIE G. CESARIO	14	ROSEMARIE M. TULLAS
15	BETTY Z. CABANAOAN	15	MARICAR B. DOCALLAS
16	FLORO D. CASTRO	16	ERWIN M. BERGONIA
17	DIVINE GRACE Q. TUAZON	17	GMEL SWIETENIAT. BERNARDEZ
18	JAN LYNETTE B. LUARCA	18	
19	PRIMO B. ONGLOY	19	
20	FRANCES MELANIE B. DAMIAN		
21	RHODALYN V. MATEO		
22	CLARITA L. VISTE		
23	ELIZABETH P. KHO		
24	TWINKLE DIANNE G. DONATO		
25	KARYLL MAE C. BIGORNIA		
26	ALLAN A. BORILLO		
27			



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Enclosure B to Division Memorandum No. 182, s.2024

LIST OF PARTICIPANTS

BATCH II (MAY 17, 2024)

NO.	ADMINISTRATIVE ASSISTANT III	NO.	ADMINISTRATIVE ASSISTANT II
1	RONALD G. INGO	1	CHRISTMALYN L. UNAGAN
2	VIENNA T. TAYNAN	2	LORENZO B. BALUTOC
3	KEITH CATHY REIN L. ANIOAY	3	JULIE ANGELICA B. ULIBAS
4	ANGELIQUE M. MABANAG	4	MARICRIS B. BENZON
5	CARLO L. CATRIZ	5	ARNOLD P. CABAYA JR.
6	HERSHEY M. VALENTINO	6	LIZA A. SORIANO
7	MARIBEL T. REGULACION	7	MILLICENT C. CABANILLA
8	MAURICE A. DELA ROSA	8	OICA C. LAURETA
9	RONALD T. DIGA	9	KAREN MIROFE A. CARIÑO
10	LIAM RAIN G. BALLADENG	10	AMADOR G. BAGA JR.
11	JHUNEL T. ASTRANDE	11	SANTOS RAFAEL C. BARGAS
12	WINNI JELLY M. MACAREG	12	ANGEL N. BAÑEZ
13	MAYLENE P. MANINGO	13	ROMEL C. BARGAS
14	ROEL JHUN B. TANGBAOAN	14	GLORIA D. OYAOEN
15	EDDIE BOY G. APOLINAR	15	ETHEL JANE V. MALANA
16	JULI-AN B. TUMALIP	16	
17	MARICEL T. SEMANERO	17	
18	IMELDA V. BALICAO	18	
19	MYRNA A. BALDO	19	
20	RANDY D. DANGGAY		
21	JUJIELYN JIZZLE M. VERGARA		
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