



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

31 MAY 2022

DIVISION MEMORANDUM

No. **317** s. 2022

SPECIAL CONFERENCE ON ORGANIZATION RESTRUCTURING OF NON-TEACHING PERSONNEL FOR THE ADOPTION & IMPLEMENTATION OF WEB-BASED MONITORING SYSTEM OF SCHOOL MOOE FUND

To: **JONATHAN S. DELA PEÑA, PhD, CESO V**
ERLINDA G. DAEL, PhD, CESE
MARIA TERESA M. ABSIN, PhD
CYDEL P. VALMORES, PhD
EDWIN GAMOROT
RHODORA L. GALLARES, PhD
MELANIE ESTENZO
MARK LORREN T. TEJANO
ELMAR G. ANOC, CPA
SHAYNE YANNAH M. FRIAS, MBA
BETTY P. SALIRING
REINA CHRISTI L. CONSOLACION, DM
MELODY B. OGUIMAS
JOHAINA A. TANGOTI
CHRISTINE TAHUD
ADORA ANGELICA G. BAHIAN
This Division

1. This is a one-day face-to-face meeting among Division Office Personnel namely: Schools Division Superintendent; OIC-Assistant Schools Division Superintendent; SGOD and CID Chiefs; Human Resource Management Officer (HRMO); Planning Officer; Division Budget Officer; Division Accountant; Administrative Officers III and Administrative Officers II for the organization restructure of non-teaching personnel for the adoption and implementation of the School MOOE Fund Web-Based Monitoring System.
2. To provide each non-IU schools non-teaching personnel who will be end users in the Web-Based Monitoring System of School MOOE Fund, the Department of Education Division of Misamis Oriental will hold a **SPECIAL MEETING ON ORGANIZATION RESTRUCTURE OF NON-TEACHING PERSONNEL FOR THE**



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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**ADOPTION & IMPLEMENTATION OF WEB-BASED MONITORING SYSTEM
OF SCHOOL MOOE FUND on June 10, 2022.**

3. Lunch and snacks (morning and afternoon) incurred during the activity shall be charged against the GAS-Division Office MOOE subject to usual accounting, budgeting, and auditing guidelines, rules, and regulations.
4. Attached are the Program of Activities.
5. For compliance and guidance.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated

To be indicated in the Perpetual Index
under the following subjects:

CHANGE	EMPLOYEES	REORGANIZATION
COMMUNICATIONS	MEETING	
POLICY	RULES AND REGULATIONS	
SCHOOLS	PLANS	

FINANCE | mtt



FINANCE | ega|rlc|jat



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PROGRAM OF ACTIVITIES

SPECIAL CONFERENCE ON ORGANIZATION RESTRUCTURING OF NON-TEACHING PERSONNEL FOR THE ADOPTION & IMPLEMENTATION OF WEB-BASED MONITORING SYSTEM OF SCHOOL MOOE FUND

June 10, 2022

Time	Activity / Topic	Person-in-Charge
DAY 1 JUNE 10 - FRIDAY		
7:45 - 8:00 AM	Attendance	REGISTRATION COMMITTEE
8:00 - 8:30 AM	<i>Preliminaries:</i> National Anthem Opening Prayer Welcome Remarks Statement of Purpose Inspirational Message	AVP AVP MARIA TERESA M. ABSIN, PhD - SGOD Chief ERLINDA G. DAEL JONATHAN S. DELA PEÑA
8:30 AM-9:15 AM	School MOOE Allocation	MARK LORREN T. TEJANO
9:15 AM-10:00 AM	Ovierview of Web-based Monitoring System of School MOOE Fund	ELMAR G. ANOC, CPA
10:00 AM-10:45 AM	Presentation of Clustered Schools based on proximity	EDWIN GAMOROT
10:45 AM-12:00 PM	Presenttation of Inventory of ADAS and AO, and filled up and unfilled positions with corresponding assigned schools or current station	MELANIE ESTENZO
LUNCH BREAK		
1:00-4:45 PM	Plotting of Assignment	ALL PARTICIPANTS
4:45 - 5:00 PM	<i>Closing Ceremonies:</i>	
	Closing Prayer Makabayan Song	AVP AVP



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ACTIVITY DESIGN

- TITLE** : **SPECIAL CONFERENCE ON ORGANIZATION RESTRUCTURING OF NON-TEACHING PERSONNEL FOR THE ADOPTION & IMPLEMENTATION OF WEB-BASED MONITORING SYSTEM OF SCHOOL MOOE FUND**
- DESCRIPTION** : This is a one-day face-to-face meeting among Division Office Personnel namely: Schools Division Superintendent; OIC-Assistant Schools Division Superintendent; SGOD and CID Chiefs; OIC-Admin Officer V; Human Resource Management Officer (HRMO); Planning Officer; Division Budget Officer; Division Accountant; Administrative Officers III and Administrative Officers II for the organization restructure of non-teaching personnel for the adoption and implementation of the School MOOE Fund Web-Based Monitoring System and updating of the Procurement Process.
- PRE-REQUISITE** : *None*
- DURATION** : 1 day only
- SCHEDULE** : June 10, 2022
- MANAGEMENT LEVEL** : Division Level
- DELIVERY MODE** : Discussion, Open Forum, Presentation
- TARGET GROUP** : Schools Division Superintendent; OIC-Assistant Schools Division Superintendent; SGOD and CID Chiefs; OIC-Admin Officer V; Human Resource Management Officer (HRMO); Planning Officer; Division Budget Officer; Division Accountant; Administrative Officer III, and Administrative Officers II
- COST/BUDGET** : Meals Php 12,600.00
- RATIONALE** :

The Adoption and Implementation of the Web-Based Monitoring System of the School MOOE Funds in support to the SESP-ADB Loan Program requires a complete Finance Organization Restructure (Administrative Assistants III, Administrative Assistants II, and Administrative Officers II) to provide each non-IU schools non-teaching personnel who will be end users in the Web-Based Monitoring System of School MOOE Fund.



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OBJECTIVES :

This activity is geared towards the following objectives:

1. To cluster non-teaching personnel for non- IU schools for the adoption and implementation of the web-based monitoring system of the school MOOE fund.
2. To provide each non-IU schools non-teaching personnel who will be end users of the Web-Based Monitoring System of school MOOE Fund.

PARTICIPANTS

: Jonathan S. Dela Peña, PhD, CESO V
Erlinda G. Dael, PhD, CESE
Maria Teresa M. Absin, PhD
Cydel P. Valmores, PhD
Edwin Gamorot
Melanie Estenzo
Mark Lorren T. Tejano
Elmar G. Anoc, CPA
Rhodora L. Gallares, PhD
Shayne Yannah M. Frias, MBA
Betty P. Saliring
Reina Christi L. Consolacion, DM
Melody B. Oguimas
Johaina A. Tangoti
Christine Tahud
Adora Angelica G. Bahian

RESOURCE SPEAKERS

: Elmar G. Anoc, CPA
Mark Lorren T. Tejano
Rhodora L. Gallares, PhD
Edwin Gamorot
Melanie Estenzo

WORKING COMMITTEES

: Food and Venue Chairperson – Sheila Mae L. Estoque & Peter June R. Chan
Attendance Chairperson – Gladjori B. Cordova
Audio/Video/Technical Chairperson – Rendolph G. Dela Victoria & Pocholo Ralph P. Lanozo

PROGRAM OUTPUTS

: Finance Organization Restructure

PROGRAM CONTENT FOCUS

: ORGANIZATION RESTRUCTURE OF NON-TEACHING PERSONNEL

EXPECTED OUTCOMES

:

It is expected that by the end of the orientation, all the participants have:

1. Clustered non-teaching personnel for non- IU schools for the adoption and implementation of the web-based monitoring system of the school MOOE fund.
2. Provided each non-IU schools non-teaching personnel who will be end users of the Web-Based Monitoring System of school MOOE Fund.



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BUDGETARY/MATERIAL REQUIREMENTS:

1) Meals and Venue:			
Day 1: 21 pax x Php 600	=	Php	12,600.00
		Php	12,600.00
2) Materials/Equipment:	=	Php	--
TOTAL	=	Php	12,600.00

SOURCE OF FUND : DIVISION OFFICE GAS-MOOE 2022

Prepared by:


JOHAINA A. TANGOTI
 Administrative Assistant III

Reviewed by:


IRISH KARYLLE D. MONTE, PhD
 SEPS/HRD

Appropriation/ Allotment of Funds:


MARK LORREN T. TEJANO
 AO-V, Budget Officer

Funds Available:


ELMAR G. ANOC, CPA
 Accountant III

Recommending Approval:


ERLINDA G. DAEL, PhD, CESE
 OIC-Assistant Schools Division Superintendent

APPROVED:


JONATHAN S. DELA PEÑA, PhD, CESO V
 Schools Division Superintendent

