



Republic of the Philippines
Department of Education
Region V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

May 13, 2025

DIVISION MEMORANDUM

No. 431 s. 2025

UTILIZATION OF SCHOOL MOOE WEB-BASED MONITORING SYSTEM (BATCH 1)

TO: Assistant Schools Division Superintendent
School Principal/Head Teacher/Teacher-in-Charge
Division Accountant and Information Technology Officer
Administrative Officer II
Administrative Assistant III and II (Senior Bookkeepers and Disbursing Officer)
All Other Concerned

1. Please be informed that this office will conduct a Division Orientation on utilizing the School MOOE Web-Based Monitoring System on **May 27, 2025, at Queen Maricel Inn, Brgy. San Isidro, Virac, Catanduanes.**
2. The objectives of the said orientation are the following:
 - a. Orient the participants on the use of the MOOE Monitoring System.
 - b. Present the features and application of the system monitoring for MOOE releases; and
 - c. Present the roles and functions of the participants at a governance level.
3. The list of participants is attached under Enclosure No. 1. ***It is strongly advised that no proxy or substitute be allowed.***
4. The selected participants are required to bring the following:
 - a. Copies of Bank Statement from January-April 2025.
 - b. Copies of pre-audited disbursement vouchers or verified/paid transactions
(For Regular MOOE transactions only)
 - c. Cash Disbursement Register with JEVs.
 - d. Laptop and extension wires.
5. No registration will be collected. Travelling and other incidental expenses shall be charged against local funds (School MOOE/Division MOOE), subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Office of the Schools Division Superintendent
Officer-in-Charge



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph

LIST OF PARTICIPANTS

NO.	NAME	DESIGNATION	SCHOOL
1	ARNEL D. BONIFACIO	PRINCIPAL I	TABUGOC CES
2	ERNEST JOHN T. SONER	ADMINISTRATIVE OFFICER II	TABUGOC CES
3	HOWELL F. TUMAMPIL	SENIOR BOOKKEEPER	TABUGOC CES
4	AMALIA I. DOMINGO	PRINCIPAL I	PANDAN CES
5	GERALDINE T. SUNGA	SENIOR BOOKKEEPER	PANDAN CES
6	JASON A. OLIVEROS	DISBURSING OFFICER	PANDAN CES
7	ROMELA L. VISTA	TEACHER III/TIC	BATOHONAN ES
8	EDDIE A. MAGNO JR	ADMINISTRATIVE OFFICER II	BATOHONAN ES
9	SARRAH T. TULOD	HEAD TEACHER I (OIC)	ANANONG ES
10	MARINO T. PANTALEON	PRINCIPAL I	GIGMOTO CES
11	ELVIS M. MENDADOR	SENIOR BOOKKEEPER	GIGMOTO CES
12	KRISTINA T. ARCILLA	DISBURSING OFFICER	GIGMOTO CES
13	LINA T. TAYAS	PRINCIPAL I	BOTE IS
14	REIMARL M. FUENTEBELLA	ADMINISTRATIVE OFFICER II	BOTE IS
15	NICANDRO I. CASTILLA	SENIOR BOOKKEEPER	BOTE IS
16	JOWE T. TANIO	TEACHER III/TIC	CABUGAO IS
17	FLORIFE G. GONZALES	SENIOR BOOKKEEPER	CABUGAO IS
18	MA. JARY KAAR G. BONAVENTE	DISBURSING OFFICER	CABUGAO IS
19	RAQUEL C. ALFON	PRINCIPAL I	PAJO BAGUIO ES
20	DENNIS L. GIANAN	PRINCIPAL II	LICTIN IS
21	HAZEL C. MANLAGNIT	SENIOR BOOKKEEPER	LICTIN IS
22	JOHN ANTHONY V. PITAJEN	DISBURSING OFFICER	LICTIN IS
23	RONALD O. CORONEJO	PRINCIPAL I	PUTING BAYBAY ES
24	ROSELYN F. BERNARDINO	ADMINISTRATIVE OFFICER II	PUTING BAYBAY ES
25	JAY V. TABUZO	PRINCIPAL I	CALABNIGAN ES
26	JUAN O. GEROMO	PRINCIPAL II	AGBAN CES
27	ELADIO A. TABINAS JR.	SENIOR BOOKKEEPER	AGBAN CES
28	GIL FRANCIS T. YGUSGUIZA	DISBURSING OFFICER	AGBAN CES
29	ADELEINE R. ARCILLA	HEAD TEACHER II	MACUTAL ES
30	EDDIE T. CADAG	HEAD TEACHER I (OIC)	TOBREHON ES
31	ROSELLE T. BARTOLOME	ADMINISTRATIVE OFFICER II	TOBREHON ES
32	MYLA B. CORDIAL	PRINCIPAL I	SAN MIGUEL CES
33	JENNIFER S. ARIATE	ADMINISTRATIVE ASSISTANT III	SAN MIGUEL CES
34	JENELINDO T. TEVES	DISBURSING OFFICER	SAN MIGUEL CES
35	NOE M. VILLAMARTIN	PRINCIPAL II	BUGAO CES

36	RACHEL MAE V. PASCUA	ADMINISTRATIVE OFFICER II	BUGAO CES
37	JOSELITO C. TAPIA	SENIOR BOOKKEEPER	BUGAO CES
38	AILEEN V. VERA	PRINCIPAL I	SUCHAN ES
39	JULIE V. VITALICIO	PRINCIPAL I	SAN MIGUEL ES
40	JERALD D. SABAYLE	ADMINISTRATIVE OFFICER II	SAN MIGUEL ES
41	EDGAR N. SANTOS	SCHOOL PRINCIPAL I	SABLOYON ES
42	MARIA B. VEGIM	SCHOOL PRINCIPAL I	MILAVIGA IS
43	SANTOS T. TALION	SENIOR BOOKKEEPER	MILAVIGA IS
44	RAMZE D. SURBAN	DISBURSING OFFICER	MILAVIGA IS
45	Rico A. Trollano	Head Teacher III	DORORIAN NHS
46	Johna J. Vargas	Admin Assistant III (Senior Bookkeeper)	DORORIAN NHS
47	Emilyn V. Zafe	Admin Assistant II (Disbursing Officer)	DORORIAN NHS
48	Jinckymay F. Fernandez	School Principal I	SAN JOSE NHS
49	Harold Paul T. Banas	Admin Assistant III (Senior Bookkeeper)	SAN JOSE NHS
50	Joan M. Fortades	Admin Assistant II (Disbursing Officer)	SAN JOSE NHS
51	Angelo Jame O. Aguinalde	Accountant III	SDO
52	Carmela C. Molod	SENIOR BOOKKEEPER	SDO
53	Juanito P. Torres	SENIOR BOOKKEEPER	SDO
54	Mae D. Zafe	SENIOR BOOKKEEPER	SDO
55	Raquel S. Tumala	SENIOR BOOKKEEPER	SDO
56	Charmaine C Tejerero	SENIOR BOOKKEEPER	SDO
57	Marichu P. Valeza	SENIOR BOOKKEEPER	SDO
58	Debby Matienzo	SENIOR BOOKKEEPER	SDO
59	Elaine T Talan	SENIOR BOOKKEEPER	SDO
60	Emily Augusto	SENIOR BOOKKEEPER	SDO
61	Ruel T Balane	SENIOR BOOKKEEPER	SDO
62	Mark Silvestre	SENIOR BOOKKEEPER	SDO
63	Mary Ann Pereyra	SENIOR BOOKKEEPER	SDO
64	Jennifer Metica	Information Officer 1	SDO
65	Efren Matienzo	School Principal II	Palumbanes IS
66	Jelyn B. Salvidar	Admin Assistant III (Senior Bookkeeper)	Palumbanes IS