



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools (Division of Biñan City)  
REGIONS SECTION

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19 OCT 2021

Ry: *MT*

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19 Oct 2021

DIVISION MEMORANDUM

No. 447, s. 2021

**SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)  
TRANSACTIONS**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads  
All Other Concern

1. This is to announce that Finance Section – Accounting and Budget Unit will conduct a meeting regarding School Maintenance and Other Operating Expenses (MOOE) transactions on October 22, 2021, 1:00pm to 3:00pm via Google Meet.
2. This meeting aims to fully understand the following:
  - a. Accounting Forms
  - b. Policies and Procedures
    - Requirements
    - Deadlines of Submission
  - c. Updates and Changes
  - d. Other Matter
4. Participants of this meeting are School Heads and School Property Custodian/Administrative Officer II.
5. For questions and clarifications, kindly contact Mr. Deofil C. Ocayo, Administrative Officer II thru email [deofil.ocayo@deped.gov.ph](mailto:deofil.ocayo@deped.gov.ph)
6. Immediate dissemination of this Memorandum is desired.

*[Signature]*  
**EDNA FAURA-AGUSTIN**

Schools Division Superintendent

Encl: As stated  
Reference:

OSDS/ACCT / DM-School Maintenance and Other Operating  
Expenses (MOOE) Transactions  
3253 / 10/19/2021



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