



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



DIVISION MEMORANDUM No.11, s. 2025

WORKSHOP ON THE UTILIZATION OF WEB BASED MOOE SYSTEM

To : Public Elementary and Secondary School Heads
Administrative Officer II
Bookkeepers
All Others Concerned

From :  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

Subject: WORKSHOP ON THE UTILIZATION OF WEB BASED MOOE SYSTEM

Date : January 24, 2025

The Schools Division of Marinduque will conduct a face-to-face workshop on the utilization of Web-Based MOOE System on January 27-28, 2025 at the SDO Conference Hall.

This activity aims to:

- familiarize the users with the Web Based MOOE System;
- create a user account of School Heads; and
- guide the users on how to utilize the system.

The participants to this activity are the following:

- School Heads of Public Elementary and Secondary Schools
- Administrative Officers II
- Bookkeepers of Implementing Units (IUs)
- Bookkeepers assigned in the Districts

Participants must bring their own laptops and extension cords.

This workshop will be hosted by the Finance Unit with the assistance of ICT Unit.

Attached as enclosure is the list of participants with scheduled date and time of activity.

Immediate and wide dissemination of the contents of this Memorandum is desired.

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Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque



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Enclosure to Division Memorandum No. 0151 s. 2025

WORKSHOP ON THE UTILIZATION OF WEB BASED MOOE SYSTEM

January 27, 2025 (9:30 to 11:55 AM)

PUBLIC SECONDARY SCHOOLS
1. All School Heads
2. All Bookkeepers of IU Schools

January 27, 2025 (1:00 to 3:00 PM)

STA. CRUZ EAST DISTRICT
STA. CRUZ SOUTH DISTRICT
1. All School Heads of Public Elementary Schools
2. All Administrative Officer II
3. Bookkeepers assigned in District to check liquidation

January 28, 2025 (8:00 to 10:00 AM)

STA. NORTH DISTRICT
TORRIJOS DISTRICT
1. All School Heads of Public Elementary Schools
2. All Administrative Officer II
3. Bookkeepers assigned in District to check liquidation

January 28, 2025 (10:05 to 11:55 AM)

GASAN DISTRICT
MOGPOG DISTRICT
1. All School Heads of Public Elementary Schools
2. All Administrative Officer II
3. Bookkeepers assigned in District to check liquidation

January 28, 2025 (1:00 to 3:00 PM)

BOAC NORTH DISTRICT
BOAC SOUTH DISTRICT
BUENAVISTA DISTRICT
1. All School Heads of Public Elementary Schools
2. All Administrative Officer II
3. Bookkeepers assigned in District to check liquidation

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