



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



August 10, 2018

Regional Memorandum  
No. 266-2018

**RECEIVED**  
AUG 10 2018  
DEPED-CAR Time: \_\_\_\_\_

**REQUEST FOR BEST PRACTICES RELATED TO OPERATION OF SCHOOLS  
(MAINTENANCE AND OTHER OPERATING EXPENSES/MOOE)**

To : **Schools Division Superintendents  
Designated Division Information Officers  
School Heads (Secondary & Elementary)  
All Others Concerned**

1. The Office of the Undersecretary for Finance, Budget and Performance Monitoring and the Office of the Education Programs Delivery Unit (EPDU) are publishing and distributing inspiring stories related to the operations of schools in various formats (e.g. articles published in the quarterly budget magazine, videos to be distributed in conferences, etc.) to showcase the best practices to other offices and encourage productivity, efficiency and effectiveness.
2. In this connection, the above mentioned offices are requesting for your office's best practices pertaining to operation of schools and/or utilization of MOOE (Maintenance and Other Operating Expenses).
3. Example given is a best practice as implemented by the Ilocos Norte Schools Division Office (SDO) that may use as reference. The SDO has been commended for initiating a "School MOOE Downloading Day," which is a scheduled activity where the accountants, book keepers, and cash division personnel convene to process the MOOE requirements for the principals of the schools for the timely delivery of services.
4. The story has been documented and will be shared through a video in the coming budget conferences in hopes to inculcate a result/solution-oriented mindset among personnel in all levels.
5. As such, please submit similar stories/practices in your SDO/School that could be published and distributed. As a guide, please answer the attached questions and submit the same to [pau.depedcar@gmail.com](mailto:pau.depedcar@gmail.com) not later than **August 24, 2018**.
6. Attached is the guide questions for reference or you may opt to answer through this link: <https://goo.gl/forms/inbtbvThJliAX78pl> as well as the Memorandum from Undersecretary Annalyn M. Sevilla.
7. For further questions/clarifications, please do not hesitate to contact Ms. Janina Garcia or Diana Camacho at +63 2 470 66 28 or email [epdu@deped.gov.ph](mailto:epdu@deped.gov.ph). Of the DepEd Central Office.
8. For your guidance and immediate compliance.

**MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

ORD/PAU/glip

**Contact Numbers (Area Code: 074):**

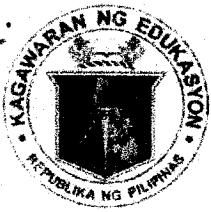
Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

Enclosure No. 1 to Regional Memorandum No. 266-2018

**Share with us your best practices when it comes to Operations of School and/or utilization of MOOE (Maintenance and Other Operating Expenses) that has improved your efficiency. Below are the guide questions. Kindly use a separate sheet if necessary.**

**Or you may opt to answer through this link:  
<https://goo.gl/forms/inbtbvThJliAX78pl>**

1. Has your office initiated any reforms in the utilization of MOOE?
2. What is/are it/they?
3. When did you start implementing this?
4. What prompted you to initiate the said reforms?
5. In the implementation of these reforms, what do you hope to achieve?
6. Can you tell us how it works? Please explain the process in detail, if any.
7. What are some of the changes you see brought about by the said reforms?
8. Do you have any more initiatives planned in the future?
9. Do you have photos or other documentation of your above-mentioned reforms? If yes, please do send them to [epdu@deped.gov.ph](mailto:epdu@deped.gov.ph)



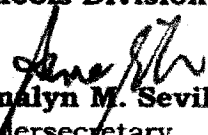
Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**

Office of the Undersecretary for Finance  
Budget and Performance Monitoring

MEMORANDUM  
OUFBPM-2018-0128

**TO :** Regional Directors  
Schools Division Superintendents

**FROM:**   
Annalyn M. Sevilla  
Undersecretary

**SUBJECT :** Request for Best Practices Related to Operations of Schools

**DATE :** July 31, 2018

This Office and the Education Programs Delivery Unit (EPDU) are publishing and distributing inspiring stories related to the Operations of Schools in various formats (e.g. articles published and distributed in the EPDU Delivery Update, articles published in the quarterly budget magazine, videos to be distributed in conferences, etc.). This is to showcase the best practices to other offices and encourage productivity, efficiency and effectiveness.

In line with this, we are requesting your particular office's best practices pertaining to Operation of Schools and/or utilization of MOOE (Maintenance and Other Operating Expenses).

Attached herewith is a best practice as implemented by the Ilocos Norte Schools Division Office (SDO) that you may use as an example. The SDO has been commended for initiating a "School MOOE Downloading Day," which is a scheduled activity where the accountants, book keepers, and cash division personnel convene to process the MOOE requirements for the principals of the schools for the timely delivery of services.

This story has been shared through the monthly EPDU Update which was sent to all DepEd offices. The activity has also been documented and will be shared through a video in the coming budget conferences in hopes to inculcate a result/solution-oriented mindset among our personnel in all levels.

As such, please share with us similar stories/practices in your RO or SDO. We would also like to publish and distribute your stories/best practices. As a guide, please answer the attached questions and submit the same to us not later than **August 24, 2018**.

Please note that submissions will go through a selection process and submission is not a guarantee of publication and distribution through the above-said channels. Rest assured that we appreciate all submissions and they will be duly noted by our office for future use and distribution.

If you have any questions/clarifications, please do not hesitate to contact Ms. Janina Garcia or Diana Camacho at +63 2 470 66 28 or email [epdu@deped.gov.ph](mailto:epdu@deped.gov.ph)

We hope for your cooperation and feedback on this matter.



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepED Complex, Merakco Ave., Pasig City


**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*  
Legislative Affairs, External Partnerships and  
School Sports

**SPECIAL EVENTS UNIT**

Direct Line : (+632) 637-5834  
Fax : (+632) 637-58321  
Email : spapo2012@gmail.com

**MEMORANDUM**  
OU-LAPSS No. 361, s.2018

TO : **ALL REGIONAL DIRECTORS**  
**ALL OTHERS CONCERNED**

FROM :   
**TONISITO M.C. UMALI, Esq.**  
Undersecretary

SUBJECT : **Supplemental Memorandum to the Memorandum on**  
**National Teachers' Day (NTD) / World Teachers' Day**  
**(WTD) Celebration on October 5, 2018**

DATE : July 23, 2018

This is in relation to OU-LAPSS Memorandum No. 329 issued by this Office last July 10, 2018 regarding the National Teachers' Day (NTD)/ World Teachers' Day (WTD) Celebration on October 5, 2018 at Ormoc City Superdome, Larrazabal Boulevard, San Pedro, Ormoc City with the theme: "*Gurong Pilipino: Turo Mo, Kinabukasan Ko.*"

We would like to respectfully request all the regions to submit video greetings of students for all the teachers from five (5) different schools from your respective regions. The video shall not exceed one (1) minute and the regions have the freedom to choose which schools are to participate in this video greeting. The videos shall be shown during the NTD/WTD Celebration on October 5 and may also be used as a promotional video to be posted on DepEd's official social media accounts and other accounts established specifically for the said celebration.

The following videos shall be sent on or before August 20, 2018 to Ms. Blanquita "Boots" Bautista, Chairperson of the Communications Committee for the NTD/WTD Celebration at [pas.cd@deped.gov.ph](mailto:pas.cd@deped.gov.ph)

For more information, you may contact Mr. Romeo B. Parayno, of the External Partnerships Service-Special Events Unit (EPS-SEU) at telephone nos.: (02) 6375832 or 34 or (0922) 463-6626.

Thank you very much.