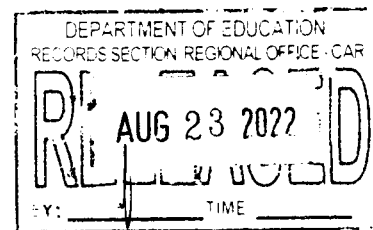




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



August 23, 2022

REGIONAL MEMORANDUM
 No. 427.2022

ORIENTATION AND WORKSHOP ON THE RECLASSIFICATION OF PPE TO SEMI-EXPENDABLE SUPPLIS, ONE TIME CLEANSING OF PPE AND WEB-BASED MONITORING SYSTEM OF SCHOOL MOOE

TO: Schools Division Superintendent
 School Heads
 Division Accountants and Budget Officers
 Senior Bookkeepers
 All Others Concerned

- To provide guidelines and procedures to assist government agencies in coming up with reliable PPE balances that are verifiable as to existence, condition and accountability, the Commission on Audit issued COA Circular No. 2020-006 dated January 31, 2020 entitled Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies.
- Likewise, COA Circular No. 2022-004 dated May 31, 2022 was issued to provide agencies guidelines relative to the implementation of Section 23 of the FY 2022 GAA relative to the increase in capitalization threshold from P15,000.00 to P50,000.00.
- Moreover, Memorandum OUF-2021-0880 dated December 28, 2021 was issued by the Office of Undersecretary for Finance, DepEd- Central Office for the adoption and implementation of the web-based monitoring system of the School MOOE funds.
- To give technical assistance to SDOs and Schools, the Regional Office, through the Finance and Administrative Divisions will conduct series of orientation workshops on the conduct, implementation, and adoption of these three issuances scheduled as follows:

Batch	Host Division	Inclusive Dates	Division	Number of participants
1	Tabuk City	September 5 to 8, 2022	Apayao, Kalinga, Tabuk City	80
2	Mt. Province	September 12-15, 2022	Ifugao and Mt. Province	75





Republic of the Philippines
Department of Education
Cordillera Administrative Region

3	Abra	September 19-22, 2022	Abra	36
4	Benguet	September 26-29, 2022	Baguio City and Benguet	85

5. Participants to these activities are as follows:

Particulars	One-time Cleansing & Capitalization Threshold	Web-based Monitoring System	To attend both activity (One-time Cleansing & Web-based)
Participants per Division:			
Division Office Proper			
Supply	2		
Accounting		2	2
Budget		1	
Per Implementing Units			
Supply	1		
Accounting/ADAS III			1
Non-Implementing Units			
ADAS		5	
School Heads		5	
Technical Assistance Team			
Finance Division			4
Administrative Division	2		

Details on the total number of participants per division is shown in annex A.

6. Expenses for board and lodging shall be shouldered by the Regional Office, to be downloaded to the host divisions, while travelling expenses of participants shall be charged against their respective local funds.

7. All disbursements relative to the conduct of this seminar/workshop shall be subject to the usual budgeting, accounting, and auditing rules and regulations.





Republic of the Philippines
Department of Education
Cordillera Administrative Region

8. Participants are required to bring all necessary documents needed during the workshop (i.e. Subsidiary Ledgers for PPE, RPCPPE, , PTRs, Ledger of MOOE releases and liquidations).
9. Immediate and wide dissemination of this Memorandum is desired.

A handwritten signature in black ink, appearing to be "EP" or similar initials, written over the printed name.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

SGT/clp



Workshop on One-Time Cleansing of PPE and Web-based System of Monitoring of School MOOE

Date	Particulars/Participants	HOST	Participants		Budgetary Requirement	Meal	Lodging	Budgetary Requirements	
September									
	Workshop on One-Time Cleansing of PPE								
5	Arrival of participants	SDO Tabuk City				First meal:Dinner	/	800	
6	SDO Kalinga, Tabuk City, Apayao		2 Accounting, 2 Supply	12			/	2000	
7	Implementing Units		ADAS III and AO Supply	20			/	2000	
8	RO			6		Last Meal: Lunch		700	
	Secretariat from Host Division			3					
	Sub Total			41					5500
	Workshop on MOOE Web-Based System								
6	Arrival of participants						First meal:Dinner	/	800
7	SDO Kalinga, Tabuk City, Apayao		2 Accounting, 1 Budget, 3 Host Division	9			/		2000
8	Schools		5 Clustered Bookkeepers, 5 School heads	30			Last Meal: Lunch		700
	Sub Total		39					3500	
	TOTAL		80		362,000.00				
	Workshop on One-Time Cleansing of PPE								
12	Arrival of participants	SDO Mt. Province				First meal:Dinner	/	800	
13	SDO Ifugao, Mt. Province		2 Accounting, 2 Supply	8			/	2000	
14	Implementing Units		ADAS III and AO Supply	32			/	2000	
15	RO			6		Last Meal: Lunch		700	
	Secretariat from Host Division			3					
	Sub Total			49					5500
	Workshop on MOOE Web-Based System								
13	Arrival of participants						First meal:Dinner	/	800
14	SDO Ifugao, Mt. Province		2 Accounting, 1 Budget, 3 Host Division	6			/		2000
15	Schools		5 Clustered Bookkeepers, 5 School heads	20			Last Meal: Lunch		700
	Sub Total		26					3500	
	TOTAL		75		360,500.00				

Workshop on One-Time Cleansing of PPE and Web-based System of Monitoring of School MOOE

Date	Particulars/Participants	HOST	Participants		Budgetary Requirement	Meal	Lodging	Budgetary Requirements	
	Workshop on One-Time Cleansing of PPE	SDO Abra							
19	Arrival of participants						First meal:Dinner	/	800
20	SDO Abra		2 Accounting, 2 Supply	4				/	2000
21	Implementing Units		ADAS III and AO Supply	10				/	2000
22	RO			6			Last Meal: Lunch		700
	Secretariat from Host Division			3					
	Sub Total			23					5500
	Workshop on MOOE Web-Based System								
20	Arrival of participants						First meal:Dinner	/	800
21	SDO Abra		2 Accounting, 1 Budget	3				/	2000
22	Schools	5 Clustered Bookkeepers, 5 School heads	10			Last Meal: Lunch		700	
	Sub Total		13					3500	
	TOTAL		36		172,000.00				
	Workshop on One-Time Cleansing of PPE	SDO Benguet							
26	Arrival of participants						First meal:Dinner	/	800
27	SDO Baguio, Benguet		2 Accounting, 2 Supply	8				/	2000
28	Implementing Units		ADAS III and AO Supply	42				/	2000
29	RO			6			Last Meal: Lunch		700
	Secretariat from Host Division			3					
	Sub Total			59					5500
	Workshop on MOOE Web-Based System								
27	Arrival of participants						First meal:Dinner	/	800
28	SDO Baguio, Benguet		2 Accounting, 1 Budget	6			First meal:Breakfast	/	2000
29	Schools	5 Clustered Bookkeepers, 5 School heads	20			Last Meal: Lunch		700	
	Sub Total		26					3500	
	TOTAL		85		415,500.00				
	GRAND TOTAL				1,310,000.00				