



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

09 MAY 2025

DIVISION MEMORANDUM
No. 304, s. 2025

**ORIENTATION AND TRAINING WORKSHOP ON THE USE OF SCHOOL MOOE
WEB-BASED MONITORING SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of the City of Batac, in collaboration with the Finance Division, announces the conduct of an Orientation and Training Workshop on the Use of the School MOOE Web-Based Monitoring System on May 14-16 and 19, 2025, from 1 p.m. to 5 p.m. at the SDO Conference Hall.
2. This orientation aims to enhance the participants' understanding and skills in using and implementing the School MOOE Web-Based Monitoring System.
3. Please bring your laptop, extension cord, and portable Wi-Fi device in case the internet connection at the SDO is unavailable.
4. Attached are the schedule of participants and the activity matrix for your reference.
5. For information and Guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

Orientation

JLP/Orientation on the Use of School MOOE Web-Based Monitoring System
2507057/May 09, 2025



SDCB RECORDS UNIT

2507217



DepEd Batac City



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Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993

List of Participants

Day 1 – May 14, 2025

NO.	NAME	POSITION	SCHOOL
1	JENNIFER C. BUNGUBUNG	ACCOUNTANT III	SDO
2	JAQUELYN P. MENDOZA	ADMINISTRATIVE OFFICER V	SDO
3	JODHEL L. PENERA	ADMINISTRATIVE ASSISTANT III	SDO
4	CLAIRE JASMIN P. CACATIAN	ADMINISTRATIVE ASSISTANT III	SDO
5	RENALYN A. RODRIGO	ADMINISTRATIVE ASSISTANT III	SDO
6	ANDREW JOEL ANINON	ADMINISTRATIVE ASSISTANT III	SDO
7	LORILAI U. LUZOD	ADMINISTRATIVE ASSISTANT III	MMMES
8	CHARLENE R. DOMINGO	ADMINISTRATIVE ASSISTANT II	MMMES
9	HAYDEE B. AGUIBITIN	ADMINISTRATIVE OFFICER II	PAYAO ES

Day 2-4 – May 15-16, 19, 2025

NO.	NAME	POSITION	SCHOOL
1	EVELYN G. CABUNTASAN	ADMINISTRATIVE ASSISTANT II	BATAC NHS
2	GENEDYN I. PARAOAN	ADMINISTRATIVE ASSISTANT II	BATAC NHS
3	Vacant	ADMINISTRATIVE OFFICER II	BATAC NHS
4	NIDA Q. CALACAL	ADMINISTRATIVE ASSISTANT II	CBNHS POB
5	REYNALYN C. JAVIER	ADMINISTRATIVE ASSISTANT III	CBNHS POB
6	MARINEL T. SAGUIGUIT	ADMINISTRATIVE OFFICER II	CBNHS POB
7	LEONELDA A. CALLORINA	ADMINISTRATIVE ASSISTANT III	CAMES
8	RALPH JAYSON T. SONICO	ADMINISTRATIVE OFFICER II	CAMES
9	Vacant	ADMINISTRATIVE ASSISTANT II	CAMES
10	LORILAI U. LUZOD	ADMINISTRATIVE ASSISTANT III	MMMES
11	LAURINE KIER B. PANLUCENO	ADMINISTRATIVE OFFICER II	MMMES
12	CHARLENE R. DOMINGO	ADMINISTRATIVE ASSISTANT II	MMMES
13	MARK LESTER B. GUDOY	ADMINISTRATIVE ASSISTANT III	HVMES
14	ERIKA MAE C. CALAUTIT	ADMINISTRATIVE ASSISTANT II	HVMES
15	DIANE M. DE GUZMAN	ADMINISTRATIVE OFFICER II	HVMES
16	ROVIJOY R. BALDONADO	ADMINISTRATIVE ASSISTANT II	CBNHS PAYAO
17	KIM JENNETH E. QUEMQUEM	ADMINISTRATIVE ASSISTANT II	CMNVHS
18	ROJANIE JOY J. SACUBO	ADMINISTRATIVE ASSISTANT II	FEMSHS
19	DONALD Q. VICENTE	ADMINISTRATIVE ASSISTANT II	GARSHS
20	JEAN MARIE M. VICENTE	ADMINISTRATIVE OFFICER II	CBNHS RAYURAY
21	JENNY MAY P. GUMTANG	ADMINISTRATIVE OFFICER II	BAAY ES
22	KRISTEL JHOY M. ARCEGA	ADMINISTRATIVE OFFICER II	BALIGAT ES
23	DEONABEL L. BAPTISTA	ADMINISTRATIVE OFFICER II	BAOA EAST ES
24	JANINAH GRACE C. MOROTA	ADMINISTRATIVE OFFICER II	BAOA ES
25	MATSON JUN T. PINIERA	ADMINISTRATIVE OFFICER II	CUMAPIT ES
26	CARMELO F. BAUTISTA	ADMINISTRATIVE OFFICER II	DARIWDIW ES
27	AGNES A. BICERA	ADMINISTRATIVE OFFICER II	NCES
28	RICH SHEENA MAE M. PASCUA	ADMINISTRATIVE OFFICER II	P.Q. PIMENTEL ES
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29	HAYDEE B. AGUIBITIN	ADMINISTRATIVE OFFICER II	PAYAO ES

30	ROCELLE GRACE S. PITIQUEN	ADMINISTRATIVE OFFICER II	SAN MATEO ES
31	MELPHA L. TABUNAN	ADMINISTRATIVE OFFICER II	SUMADER ES
32	JAYVIE B. SUILEN	ADMINISTRATIVE OFFICER II	TABUG ES
33	JOJO H. BONOT	ADMINISTRATIVE OFFICER II	CBNHS PAYAO
34	JODHEL L. PENERA	ADMINISTRATIVE ASSISTANT III	SDO
35	CLAIRE JASMIN P. CACATIAN	ADMINISTRATIVE ASSISTANT III	SDO
36	RENALYN A. RODRIGO	ADMINISTRATIVE ASSISTANT III	SDO
37	ANDREW JOEL ANINON	ADMINISTRATIVE ASSISTANT III	SDO

Program Management Team

Role	Name	Position
Program Manager	Nemalyn M. Ulep	Chief Education Supervisor, SGOD
Learning Manager	Mark Louie P. Duldulao	Education Program Specialist II
Learning Facilitators	Jennifer C. Bungubung Jaquelyn P. Mendoza Jodhel L. Penera	Accountant III Budget Officer III Administrative Assistant III
M and E Coordinator	Dolores A. Ubiña	Senior Education Program Specialist
Documenter/Logistic Officer	Andrew Joel Aniñon	Administrative Assistant III
Secretariat	Aileen T. Tolentino Claire Jasmin P. Cacatian	Administrative Assistant II Administrative Assistant III
Welfare Officer	Judith Ivy R. Mangoba	Nurse II
Finance Officers	Jennifer C. Bungubung Jaquelyn P. Mendoza	Accountant III Budget Officer III

Activity Matrix

Day 1 – May 14, 2025

Time	Session/Activities	In-charge/Speaker
1:00 PM-2:00 PM	Discussion on the MOOE System	Jaquelyn P. Mendoza AO V Jennifer C. Bungubung Accountant III Jodhel L. Penera Administrative Assistant III
2:00 PM-5:00 PM	Workshop and Pivoting of the Web-based MOOE process of One School	

Day 2 – May 15, 2025

Time	Session/Activities	In-charge/Speaker
1:00 PM-1:15 PM	Registration of Participants	Secretariat
1:15 PM-1:30 PM	Preliminaries -Philippine National Anthem -Prayer -DepEd Quality Policy Statement	AVP AVP AVP

1:30 PM-1:40 PM	Presentation of Participants	Jennifer C. Bungubung Accountant III
1:40 PM-1:50 PM	Opening Remarks	Anselmo R. Aludino Schools Division Superintendent
1:50 PM-2:30 PM	Topic: Background and the MOOE System	Jaquelyn P. Mendoza Administrative Officer V
2:30 PM-3:00 PM	Topic: How to Register in the MOOE System	Jodhel L. Penera Administrative Assistant III
	Health Break	
3:00 PM- 3:40 PM	Topic: How to Register in the MOOE System	Jodhel L. Penera Administrative Assistant III
3:40 PM- 4:30 PM	Topic: User Management and Role Assignment	Jennifer C. Bungubung Accountant III
4:30 PM- 5:00 PM	Accomplishing the evaluation link Reminders	Participants PMT

Day 3 – May 16, 2025

Time	Session/Activities	In-Charge/Speakers
	Management of Learning (MOL)	PMT
1:30 PM-2:00 PM	Topic: Cluster and School Level Assignment	Jennifer C. Bungubung Accountant III
2:00 PM-3:00 PM	Topic: Updating and Setting up of School Profile and Bank Account	Jodhel L. Penera Administrative Assistant III
	Health Break	
3:00 PM- 3:30 PM	Topic: Request and Approval of Transfers	Jaquelyn P. Mendoza Administrative Officer V
3:30 PM- 4:00 PM	Topic: Confirmation of Transfer	Jaquelyn P. Mendoza Administrative Officer V
4:00 PM- 4:30 PM	Topic: School-Level Disbursement Process	Jennifer C. Bungubung Accountant III
4:30 PM- 5:00 PM	Accomplishing the evaluation link Reminders	Participants PMT

Day 4 – March 19, 2025

	Management of Learning (MOL)	PMT
1:30 PM-2:00 PM	Topic: Voiding of Disbursements	Jennifer C. Bungubung Accountant III
2:00 PM-2:30 PM	Topic: Reports Generation	Jennifer C. Bungubung Accountant III
2:30 PM-3:00 PM	Topic: System Walkthrough/Simulation	Jodhel L. Penera Administrative Assistant III
	Health Break	
3:30 PM- 4:00 PM	Topic: System Walkthrough/Simulation	Jodhel L. Penera Administrative Assistant III
4:00 PM- 4:30 PM	Accomplishing the evaluation link Reminders	Participants PMT
4:30 PM-5:00 PM	Closing Program -Nationalistic Song -Prayer -Deped Quality Policy Statement -Impressions -Ways Forward -Awarding of Certificates	AVP AVP AVP Selected Participants Arnel S. Bandiola Assistant Schools Division Superintendent PMT