



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

Office of the Schools
Division Superintendent

24 Oct 2023

DIVISION MEMORANDUM
No. 774, s. 2023

MONITORING AND EVALUATION OF SCHOOLS' MOOE UTILIZATION AND LIQUIDATION FOR IMPLEMENTING UNITS AND NON-IMPLEMENTING UNIT SCHOOLS

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
Public Secondary School Heads
Public Elementary School Heads
All Others Concerned

1. In the quest of ensuring that programs and projects of the Schools Division of Negros Oriental is attuned to the standards of compliance as directed by the Department of Education and all other pertinent department orders in this regard as well as the existence of the Department Order No. 29, s of 2022 or also known as “The Adoption of the Basic Education Monitoring and Evaluation Framework.”
2. M&E is referred as both a measurement of the performance of an organization , a program, a project or an individual. These are complementary yet distinct processes depending on the purpose, focus and approach used when they are conducted. The Monitoring and Evaluation Unit of the Schools Governance and Operations Division is taking bold steps to mobilize the M&E efforts to ensure that the services offered are of high-quality



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3. All schools are hereby requested to do self-assessment of their MOOE Utilization and Liquidation on a monthly basis using the following links:

Non-Implementing Unit Schools:

<https://forms.office.com/r/Yy01zMm4jH>

Implementing Unit Schools:

<https://forms.office.com/r/CbSyR4aWjM>

4. The schools are to monitor and evaluate their MOOE Utilization in the previous month in the first week of the current month.
5. The filled out self-assessment tool shall be validated through a face-to-face random monitoring and evaluation by select division personnel.
6. The schools are requested to fill out this tool on a monthly basis to keep track of their MOOE Utilization and Liquidation.
7. Attached is the actual monitoring and evaluation tool for School's MOOE Utilization and Liquidation.
8. Immediate dissemination of this memorandum to all is desired.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

10/27/23

NCO/-JMA-MKP-NLR/RBB/tcg 



Monitoring and Evaluation Tool on School MOOE Utilization and Liquidation for Non-Implementing Unit Schools

Name of School: _____ District: _____ Date of Monitoring: _____

INDICATORS	4	3	2	1	AVE. RATING	REMARKS
	EXCELLENT	VERY GOOD	GOOD	NOTHING		
TRANSPARENCY BOARD						
a. With Updated Transparency Board secured						
c. With posting of copy of monthly approved Request for Cash Advance (RCA) with its supporting including received copy of Disbursement Voucher (DV) issued by Division Office (DO) and copy of approved Cash Disbursement Register (CDR) for the proof of liquidation of monthly downloaded school MOOE fund						
INVENTORY OF MOOE LIQUIDATION DOCUMENTS						
a. With file copy of MOOE liquidation in school file						
b. File copy have complete supporting documents, approved and completely signed, kept properly, labeled and in order.						
IMPLEMENTATION OF PROGRAMS/PROJECTS/ACTIVITIES (PPAs) PROVIDED IN SIP AND AIP						
a. With approved School Improvement Plan (SIP)/ Annual Implementation Plan (AIP) current year						
b. Monthly requested Projects, Programs, and Activities funded by MOOE is in line with approved Annual Implementation Plan (AIP)/Annual Procurement Plan (APP)						
c. Requested PPAs implemented during the month it was requested is supported with Project Work Plan and Budget Matrix						
INVOLVEMENT OF PROPERTY CUSTODIAN ON MOOE IMPLEMENTATION						

a. With file copy of Program of Work and completion report of repaired project.						
b. Maintain an updated stock card for supplies and materials						
c. File copy of requisition and issue slip of supplies and materials						
FUNCTIONAL SCHOOL BAC						
a. School BAC Members are duly designated by the HoPE (Head of Procuring Entity)						
b. With file copy of School BAC Minutes of Meeting and maintained an active account on PhiGEPs						
c. With file copy of approved/received APP and APP-CSE that were submitted to the concerned agency/unit before the deadline of submission						
d. With file copy of inspection and Acceptance Report						
FUNCTIONAL SCHOOL INSPECTORATE TEAM						
a. School has designated Inspectorate Team						
b. Members of the Inspectorate team are aware of their roles and responsibilities						
c. Participated in inspection of recent procured materials/supplies using MOOE fund.						
LEGAL DOCUMENTS						
a. Copy of Fidelity Bond Certificate on file and updated or not expired						
b. With updated contract/MOA of Contracted guard, clerk, or utility funded thru MOOE file.						
c. With file copy of Deed of Donation, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU) and Deed of Acceptance on donated equipment and properties and other legal documents						
OVER-ALL RATING						

Monitored by:

Principal/School Head:



Monitoring and Evaluation Tool on School MOOE Utilization and Liquidation for Implementing Unit Schools

Name of School: _____ District: _____ Date of Monitoring : _____

INDICATORS	4	3	2	1	AVE. RATING	REMARKS
	EXCELLENT	VERY GOOD	GOOD	NOTHING		
TRANSPARENCY BOARD						
a. With Updated Transparency Board						
b. Accessible, visible, organized and secured						
c. With posting of copy current year National Expenditure Program (NEP) Budget Allocation and current year approved Annual Implementation Plan						
IMPLEMENTATION OF PROGRAMS/PROJECTS/ACTIVITIES (PPAs) PROVIDED IN SIP AND AIP						
a. With approved School Improvement Plan (SIP)/ Annual Implementation Plan (AIP) current year						
b. Monthly requested Projects, Programs, and Activities funded by MOOE is in line with approved Annual Implementation Plan (AIP)/Annual Procurement Plan (APP)						
c. Requested PPAs implemented during the month it was requested is supported with Project Work Plan and Budget Matrix						
INVOLVEMENT OF PROPERTY CUSTODIAN ON MOOE IMPLEMENTATION						
a. With file copy of Program of Work and completion report of repaired project.						
b. Maintain an updated stock card for supplies and materials						
c. File copy of requisition and issue slip of supplies and materials						
FUNCTIONAL SCHOOL BAC						
a. School BAC Members are duly designated by the HoPE (Head of Procuring Entity)						

b. With file copy of School BAC Minutes of Meeting and maintained an active account on PhilGEPS						
c. With file copy of approved/received APP and APP-CSE that were submitted to the concerned agency/unit before the deadline of submission						
FUNCTIONAL SCHOOL INSPECTORATE TEAM						
a. School has designated Inspectorate Team						
b. Members of the Inspectorate team are aware of their roles and responsibilities						
c. Participated in inspection of recent procured materials/supplies using MOOE fund.						
LEGAL DOCUMENTS						
a. Copy of Fidelity Bond Certificate on file and updated or not expired						
b. With updated contract/MOA of Contracted guard, clerk, or utility funded thru MOOE file.						
c. With file copy of Deed of Donation and Deed of Acceptance on donated equipment and properties and other legal documents						
OVER-ALL RATING						

Monitored by:

Principal/School Head: