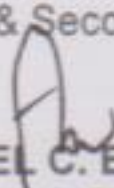




## MEMORANDUM

TO : OIC- Assistant Schools Division Superintendent  
OIC Chief-Curriculum Implementation Division  
Chief-Schools Governance and Operations Division  
Public Schools District Supervisor  
Elementary & Secondary School Heads

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **REQUEST FOR BEST PRACTICES RELATED TO OPERATIONS OF SCHOOLS**

DATE : August 29, 2018

DepEd Central Office thru 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 Deliberate 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 all schools to submit their best practices pertaining to **Operation of Schools and/or Utilization of MOOE** (Maintenance & Other Operating Expenses). As guide, please answer the attached questions and submit the same to [epdu@deped.gov.ph](mailto:epdu@deped.gov.ph) cc: [jonathan.domingo002@deped.gov.ph](mailto:jonathan.domingo002@deped.gov.ph) not later than **August 31, 2018**.

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

Immediate dissemination of and compliance with this Memorandum is desired.

UM-342 s. 2018  
@jpd/bestpractices





Republic of the Philippines  
**Department of Education**

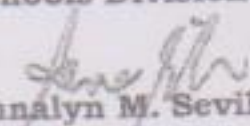
**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary for Finance  
Budget and Performance Monitoring



MEMORANDUM  
OUBBPM-2018-0128

# 5803

**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.



Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**

Office of the Undersecretary for Finance  
Budget and Performance Monitoring

Share with us your best practices when it comes to Operations of Schools 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,

You may also opt to answer through this link:

<https://goo.gl/forms/inbtbvThJliAX78p1>

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)