



Republic of the Philippines  
Department of Education  
REGION IX - ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay  
RECORDS SECTION  
NO: 622916 TIME: 4:51  
BY: \_\_\_\_\_ DATE: FEB 17 2025  
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17 February 2025

DIVISION MEMORANDUM

No. 002, s. 2025

REITERATION ON THE ADOPTION AND IMPLEMENTATION OF SCHOOL MOOE WEB-BASED MONITORING SYSTEM CUM ORIENTATION ON THE OBLIGATION TO WITHHOLD TAXES ON PURCHASE OF GOODS AND SERVICES

To: Public Schools District Supervisors/Districts-In-Charge  
All Elementary and Secondary School Heads  
All District & School Administrative Officers II  
All Elementary & Secondary ADAS II & III  
All Others Concerned  
This Division

1. In reference to Division Memorandum No. 460, s. 2024, dated October 25, 2024, titled "Orientation on the Adoption and Implementation of School Maintenance and Other Operating Expenses (MOOE) Web-Based Monitoring System" and Division Memorandum No. 528, s. 2024, dated December 9, 2024, titled "Implementation of Obligation to Withhold Taxes on Purchases of Goods & Services", this office hereby directs all schools to fully adopt & implement the MOOE web-based monitoring system as well as the deduction/withholding taxes on its purchases of goods and services.
2. This reiteration seeks to rectify the inaccuracies in utilizing the MOOE web-based system and to facilitate a comprehensive understanding of its operational mechanisms. Furthermore, it encompasses orientation on the procedural implementation of tax withholding for the acquisition of goods and services, which will also be administered through the system.
3. In this regard, the Division of Zamboanga Sibugay has initiated district-level sessions, with the schedules outlined below:

District	Date	Time	Venue
Bug & Diplahan	February 20, 2025	08:00AM-05:00PM	TBA
Malangas	February 21, 2025	08:00AM-05:00PM	TBA
Imelda & Siay	February 27, 2025	08:00AM-05:00PM	TBA
Alicia & Payao	March 4, 2025	08:00AM-05:00PM	TBA



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District	Date	Time	Venue
Mabuhay, Olutanga & Talusan	March 5, 2025	08:00AM-12:00NN	TBA
Naga & Kabasalan	March 6, 2025	08:00AM-12:00NN	TBA
Ipil & Titay	March 18, 2025	08:00AM -05:00PM	TBA
Tungawan & R.T. Lim	March 19, 2025	08:00AM -05:00PM	TBA

- 4. The Scheduled Dates and Venues are provisional and subject to change upon the availability of the participants and/or any conflicts with other events. Division Bookkeepers will inform their respective Districts regarding the confirmed Dates and Venues.
- 5. Participants to this activity are School Heads, Administrative Officer II, Administrative Assistant III, Administrative Assistant II, COS and Senior Bookkeepers of implementing units.
- 6. Traveling expenses of the participants shall be charged against their respective school local funds/MOOE, subject to the usual budgeting, accounting and auditing rules and regulations.
- 7. For guidance and widest dissemination.

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

Encls: As stated

References: Division Memorandum No. 460, s. 2024  
Division Memorandum No. 528, s. 2024

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS	ORIENTATION	MOOE
EMPLOYEES	SYSTEM	LIQUIDATION
GUIDELINES	POLICY	COA

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