



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

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 832988	TIME: 5:20 PM
BY: /	DATE: 16 Feb 2026
RELEASED	

Office of the Schools Division
Superintendent

16 February 2026

DIVISION MEMORANDUM
No. 097, s. 2026

**VIRTUAL ORIENTATION ON THE MOOE PROCUREMENT PROCESS,
CNAS & MOOE WEB**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors/Districts-In-Charge
All Elementary and Secondary School Heads
All Implementing Units Senior Bookkeepers
All District & School Administrative Officers II
All Elementary & Secondary ADAS II & III
All School BAC
All Others Concerned
This Division

1. To ensure proper compliance with financial management policies and to strengthen transparency in the utilization of the **Maintenance and Other Operating Expenses (MOOE)**, this Office will conduct a **Virtual Orientation on the MOOE Procurement Process, CNAS (Certificate of Non-Availability of Stocks), and MOOE Web**.
2. The orientation will cover the following:
 - **MOOE Procurement Process** – Guidelines and procedures for efficient and lawful procurement.
 - **CNAS (Certificate of Non-Availability of Stocks)** – Proper issuance and documentation to justify procurement when supplies are unavailable.
 - **MOOE Web** – Utilization of the online platform for monitoring, reporting, and ensuring accountability in MOOE transactions.
 - **Other Matters**
3. The details of the virtual orientation are as follows:

Date: February 18, 2026

Time: 9:00 AM -

Platform: Link will be provided

4. Participants to this activity are School Heads, Administrative Officer II, Administrative Assistant III, Administrative Assistant II, and COS.



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DepEd Tayo Zamboanga Sibugay Division

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5. For immediate dissemination and strict compliance.

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

For the Schools Division Superintendent


MA. COLLEEN L. EMORICHA, CESO VI
Assistant Schools Division Superintendent
In-Charge of Office 

Encls: None

References: PS-DBM Advisory No. 2025-008
R.A. 12009

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

CNAS	MOOE	PROCUREMENT
PS-DBM	GUIDELINES	COA

ZS-DM-OSDS-ACCTG-2026-02-010-0
MGL20260216