



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

January 4, 2021

DIVISION MEMORANDUM

No. 004, s. 2021

YEAR END DIVISION CONSOLIDATION OF FY 2020 FINANCIAL ACCOUNTABILITY REPORTS

To: Secondary School Principal – Fiscally Autonomous Schools
Administrator – Bataan School of Fisheries
Senior Bookkeepers
Accountant I
SDO Finance Team
All Others Concerned

1. This Office informs all Senior Bookkeepers and Accountant I that a **Year - End Division Consolidation of FY 2020 Financial Accountability Reports will be held on January 7-8, 2021 at 9:00 am to 12:00 pm via Zoom/Google Meet** in preparation of the anticipated Regional Preparation and Consolidation of FY 2020 Year –End Financial Reports and Updates on Financial Operations and Reporting.

DATE	ACTIVITY
JANUARY 7, 2021	Checking and Finalization of individual Financial Reports and supporting schedules, BMS.
JANUARY 8, 2021	Submission of individual Financial Reports & FARS and all supporting schedules, BMS & URS.

2. This activity aims:

- to adapt the highly technical way of presentation and consolidation of Financial Reports that will help the agency in the monitoring the performance;



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- to ensure that financial integrity will be obtained upon proper presentation of the reports; and
- to develop a good and harmonious working relationship among finance personnel despite the current situation we are in.

3. The participants are as follows:

	NAME	POSITION	DISTRICT
1	MYRA V. DILIG	ACCOUNTANT III	SCHOOLS DIVISION OFFICE
2	MYLENE G. SANTOS	AO V/BUDGET OFFICER III	SCHOOLS DIVISION OFFICE
3	MARRY CONN GACUTAN	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
4	PAULINE T. SALAVERIA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
5	KRIZZA MARIE S. LOPEZ	ADAS III	SCHOOLS DIVISION OFFICE
6	IMELDA C. QUINTAIN	ADAS III/SENIOR BOOKKEEPER	LIMAY NHS
7	JOHN MANUEL and RHODA BETH DUMALAG	ADAS III/SENIOR BOOKKEEPER	ORANI NHS
8	ENGRACIA MEDINA	ADAS III/SENIOR BOOKKEEPER	MAGSAYSAY NHS
9	ROSARIO B. DE LEON	ACCOUNTANT I	BAT. SCHOOL OF FISHERIES
10	GEMMA M. SAGUN	ADAS III/SENIOR BOOKKEEPER	E.C. BERNABE NHS
11	MA. CRISTINA GUECO	ADAS III/SENIOR BOOKKEEPER	MORONG NHS
12	ANNABEL A. GALICIA	ADAS III/SENIOR BOOKKEEPER	LAMAO NHS
13	MYRNA B. TIHIM	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (POB)
14	MARICEL P. BALATBAT	ADAS III/SENIOR BOOKKEEPER	LUAKAN NHS
15	JAN KARLO SANTOS and LEVELYN T. CRUZ	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (CAB)



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16	ZEPHYLYN G. MALLARI	ADAS III/SENIOR BOOKKEEPER	SAMAL NHS
17	DONNA OCAMPO and MARIA CRISTINA BUCUD	ADAS III/SENIOR BOOKKEEPER	J.C PAYUMO NHS
18	REA ATHENA EMERIE and EMELINDA M. BASI	ADAS III/SENIOR BOOKKEEPER	PAGALANGGANG NHS
19	ANGELINA H. AMISTOSO	ADAS III/SENIOR BOOKKEEPER	BALSIK NHS
20	MARY GRACE VILLANUEVA	ADAS III/SENIOR BOOKKEEPER	JEAG NHS
21	LEO C. MUÑOZ	ADAS III/SENIOR BOOKKEEPER	P. ROMAN NHS
22	JOHN DAVID S. GARCIA and ARDETH BELLEZA	ADAS III/SENIOR BOOKKEEPER	HERMOSA NHS
23	MARIA YVETTE TRIA	ADAS III/SENIOR BOOKKEEPER	B. CAMACHO NHS

4. Attendance is earnestly desired.

ROMEO M. ALIP, Ph.D., CESO V
Schools Division Superintendent

/FS8/FS1



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