



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

June 13, 2022

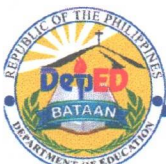
DIVISION MEMORANDUM

No. 217 s. 2022

**SEMINAR WORKSHOP ON FINANCIAL MANAGEMENT AND MID-YEAR
ASSESSMENT AND EVALUATION**

To: Assistant School Division Superintendent
Accountant III
Accountant I
Administrative Officer V - Budget Officer
Administrative Officer IV – Cashier
Cashier I
Administrative Assistant III – Senior Bookkeepers
Administrative Assistant II – Disbursing Officers
All Others Concerned

1. The Finance personnel of Schools Division of Bataan and Autonomous Schools in the division will conduct SEMINAR WORKSHOP ON FINANCIAL MANAGEMENT AND MID-YEAR ASSESSMENT AND EVALUATION on June 20-21, 2022 at Central Park Reef Resort, Olongapo City, Zambales.
2. The **Objectives** of this activity are as follows:
 - a. To adapt the technical way of presentation and consolidation of Financial Reports that will help the agency in the monitoring the performance.
 - b. To refresh all the participants of accounting entries, accounting treatment and disbursement process for different financial transactions base on the basic documents received from oversight agencies.
 - c. To ensure that financial integrity will be obtained upon proper presentation of the reports.
 - d. To be able to share best practices in financial report preparation among accountant and senior bookkeepers, and electronic remittance/payment system among cashier and disbursing officers of all IUs in the Division.
 - e. To re-orient the personnel of their duties and responsibilities and reiteration of the do's and don'ts in carrying out of their functions.



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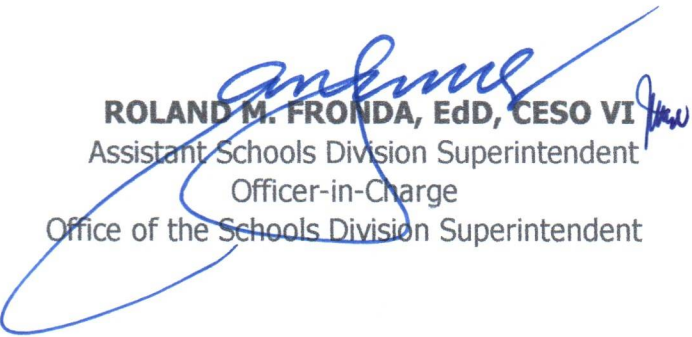


CSC PRIME-HRM BRONZE AWARD

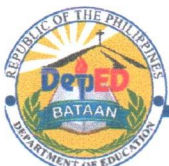


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3. **PARTICIPANTS:** SDO Accounting and Budget Personnel, Accountant I, Senior Bookkeepers, Disbursing Officers, and Cashiers of 18 IUs (See the attached list)
4. A **Registration Fee** of Four Thousand pesos (Php 4,000.00) is required to cover meals and accommodation chargeable against MOOE.
5. This Division memorandum will serve as Authority to Travel of the Participants.
6. Attendance is earnestly desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

/FS1



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List of Participants

1	MYRA V. DILIG	SCHOOLS DIVISION OFFICE
2	MARRY CON M. GACUTAN	
3	JOYCE C. TALA	
4	MYLENE G. SANTOS	
5	KRIZZA MARIE S. LOPEZ	
6	MARIA OFELIA GAITA	
7	ROSALIE JOY G. TRINIDAD	
8	SHYRENE D. DE GUZMAN	
9	LOUIE ARTH REYES	
10	JOANNE F. JAVIER	
11	ASHLEY ANCHETA	
12	EDNA TOLENTINO	
13	DIANA ROBLES	
14	ALEX ISIDRO	
15	MARIA YVETTE F. TRIA	B CAMACHO NHS
16	JONNALYN V. ORTEGA	B CAMACHO NHS
17	ANGELINA H. AMISTOSO	BALSIK NHS
18	EDWIN B. MANALAD	BALSIK NHS
19	ROSARIO B. DE LEON	BATAAN SCHOOL OF FISHERIES
20	MELODY B. MARQUEZ	BATAAN SCHOOL OF FISHERIES
21	GEMMA M. SAGUN	EC BERNABE NHS
22	NHORLEEN G. DIMARUCOT	EC BERNABE NHS
23	JOHN DAVID S. GARCIA	HERMOSA NHS
24	JENETTE M. CANDELARIO (OIC)	HERMOSA NHS
25	DONNA D. OCAMPO	JC PAYUMO JR MHS
26	MARIA MIMOSA R. MESINA	JC PAYUMO JR MHS
27	ROBIN JAMES P. ATIENZA	JEAG MHS
28	MARILOU V. CONDOL	JEAG MHS
29	ANNABEL A. GALICIA	LAMAO NHS
30	ROBERTO C. DELOS REYES	LAMAO NHS
31	IMELDA C. QUITAIN	LIMAY NHS
32	ANGIE ROSE B. CAYANAN	LIMAY NHS
33	EMILY M. PESTELOS	LUAKAN NHS
34	HELEN S. PADILLA	LUAKAN NHS
35	ROSSANA S. SORIANO	MAGSAYSAY IS



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36	MELANIE I. SIMSUANGCO	MAGSAYSAY IS
37	JAN KARLO L. SANTOS	MARIVELES NHS-CABCABEN
38	CARLITO B. INITORIO II	MARIVELES NHS-CABCABEN
39	MYRNA B. TIHIM	MARIVELES NHS-POBLACION
40	REYNALDO S. RUBIA	MARIVELES NHS-POBLACION
41	CLARISSE C. ESTANISLAO	MORONG NHS
42	MARICEL A. ALOQUINA	MORONG NHS
43	RHEA KATRINA P. DUMALAG	ORANI NHS
44	RONNIE D. DELA CRUZ	ORANI NHS
45	LEO S. MUÑOZ	PABLO ROMAN NHS
46	MARISOL B. CUNANAN	PABLO ROMAN NHS
47	REA M. CHAVEZ	PAGALANGGANG HS
48	RUBY G. MAGCALAS	PAGALANGGANG HS
49	LENNEINE O. MANAYAN	SAMAL NHS
50	ANNALINA S. EBERT	SAMAL NHS



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