



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

September 06, 2022

DIVISION MEMORANDUM

No. 379, s. 2022

**3RD QUARTER DIVISION CONSOLIDATION OF CY 2022 FINANCIAL
ACCOUNTABILITY REPORTS**

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

1. This Office informs all Senior Bookkeepers and Accountant I that a **3rd Quarter Division Consolidation of FY 2022 Financial Accountability Reports will be held at Division Office – Conference Hall on October 4 to 6, 2022 at 8:00 am to 5:00 pm.**

DATE	ACTIVITY
OCTOBER 4 - 5, 2022	Checking and Finalization of individual Financial Reports and supporting schedules, BMS.
OCTOBER 6, 2022	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 and supporting schedules that will help the agency in monitoring the performance;



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- to ensure that financial integrity will be obtained upon proper presentation of the reports;
- to ensure timely submission of the division consolidated 3rd quarter financial and budgetary reports and schedules to the Regional Office; and
- to develop a good and harmonious working relationship among finance personnel.

3. **Registration Fee** of One Thousand Two Hundred pesos (Php 1,200.00) each for 3 days is required to cover meals and venue chargeable against OSDS MOOE & SCHOOL MOOE (IU's).

4. 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	SCHOOLS DIVISION OFFICE
3	MARRY CONN GACUTAN	AO/DIVISION BOOKKEEPER	SCHOOLS DIVISION OFFICE
4	JOYCE S. TALA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
5	MARIA OFELIA M. GAITA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
6	KRIZZA MARIE S. LOPEZ	ADAS III/ SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
7	IMELDA C. QUITAIN	ADAS III/SENIOR BOOKKEEPER	LIMAY NHS
8	RHEA KATRINA P. DUMALAG	ADAS III/SENIOR BOOKKEEPER	ORANI NHS
9	ROSSANA S. SORIANO	ADAS III/SENIOR BOOKKEEPER	MAGSAYSAY IS
10	ROSARIO B. DE LEON	ACCOUNTANT I	BAT. SCHOOL OF FISHERIES
11	GEMMA M. SAGUN	ADAS III/SENIOR BOOKKEEPER	E.C. BERNABE NHS
12	CLARISSE C. ESTANISLAO	ADAS III/SENIOR BOOKKEEPER	MORONG NHS



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13	ANNABEL A. GALICIA	ADAS III/SENIOR BOOKKEEPER	LAMAO NHS
14	MYRNA B. TIHIM	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (POB)
15	EMILY M. PESTEOS	ADAS III/SENIOR BOOKKEEPER	LUAKAN NHS
16	JAN KARLO L. SANTOS	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (CAB)
17	LENNEIN O. MANAYAN	ADAS III/SENIOR BOOKKEEPER	SAMAL NHS
18	DONNA D. OCAMPO	AO II	J.C PAYUMO JR MHS
19	ROSALIE TOLEDO	ADAS III/SENIOR BOOKKEEPER	J.C PAYUMO JR MHS
20	REA M. CHAVEZ	ADAS III/SENIOR BOOKKEEPER	PAGALANGGANG NHS
21	ANGELINA H. AMISTOSO	ADAS III/SENIOR BOOKKEEPER	BALSIK NHS
22	ROBIN JAMES P. ATIENZA	ADAS III/SENIOR BOOKKEEPER	JEAG MHS
23	LEO S. MUÑOZ	ADAS III/SENIOR BOOKKEEPER	P. ROMAN NHS
24	MARIA YVETTE F. TRIA	ADAS III/SENIOR BOOKKEEPER	B. CAMACHO NHS

5. The Division Memorandum will serve as Authority to Travel of the Participants.

6. Coming on time and complete attendance is earnestly desired.


ROLAND M. FRONDA, EdD, CESO VI
OIC-Schools Division Superintendent

/FS8/FS1



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