



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

AUG 17 2021

DIVISION MEMORANDUM
No. 358, s. 2021

**CHANGES IN THE DIVISION MEMORANDUM NO. 318, s. 2021
(DISSEMINATION OF DEPED MEMORANDUM OUF-2021-0299)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
SDO Unit Heads
All Public Schools Principals
All Others Concerned

1. This Office informs all concerned on the changes in the implementation of Division Memorandum No. 318, s. 2021 entitled "Dissemination of DepEd Memorandum OUF-2021-0299 (Advisory on the Release of Additional Maintenance and Other Operating Expenses for FY 2021)".
2. The amount of four hundred eighty-four thousand pesos (P 484,000.00) from the six (6) schools initially included in the Elementary allocation will be moved to Secondary allotment in the List of Schools with allocated amount (Enclosure 1).
3. Strict adherence to existing health protocols as imposed by the National and Local IATFs for the safety of all shall be observed. Hence, finance staff will be allowed to bring home equipment such as computer, printer, and the likes necessary to carry out their tasks during their Work-From-Home (WFH) schedule. This matter should be properly coordinated with the designated Supply Officer/Property Custodian.
4. Accomplished report will be submitted online to the respective Senior Bookkeepers assigned to each District for checking. This report submitted to the District Senior Bookkeepers, in PDF form and originally signed, will then be submitted to the Senior Bookkeeper on site in the Division Office. Accomplished report signed using e-signature will be accepted provided that is submitted with a certification letter (Enclosure 3).



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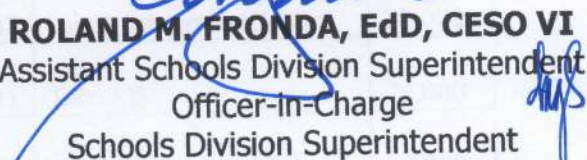


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5. The Senior Bookkeeper onsite the Division Office will then print the submitted accomplished report to facilitate its anticipatory approval. Once the ECQ is lifted, the processing of documents for downloading will be administered.
6. Attached also is the List of Bookkeepers assigned per District (Enclosure 2).
7. Wide dissemination of this Memorandum is enjoined.


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

Encl. as stated:
F2/
July 27, 2021

¹ Authorizing the Use of Regular Allocations for Maintenance and Other Operating Expenses and/or Local Funds to Implement Measures in Preparing, and Responding to the Covid 19 Threats issued on March 12, 2020

² Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to Covid-19 Pandemic issued on June 15, 2020

³ Guidelines on the Required Health Standards in the Basic Education Offices and Schools issued on June 25, 2020

⁴ List of Supplies Allowed in GAD, Senior Citizen and DRRM Fund issued on May 4, 2021

⁵ Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and other Program funds issued on February 4, 2019

⁶ Implementation of CSC-COA-DepEd Joint Circular 2019-01



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Enclosure 1

Region	Division	School ID	School Name	Amount
Region III	Bataan	501328	Sumalo Integrated School	87,000
Region III	Bataan	501331	Sampaloc Integrated School	67,000
Region III	Bataan	501332	Legua Integrated School	70,000
Region III	Bataan	501621	Tucop IS	76,000
Region III	Bataan	500119	Bigaan Integrated School	98,000
Region III	Bataan	501949	Pulo IS	86,000



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Enclosure 2		
District	Senior Bookkeeper	DepEd Email
Dinalupihan East	Brexter Caballas	brexter.caballas@deped.gov.ph
	Angie Marie Gavino	angiemarie.gavino@deped.gov.ph
Dinalupihan West	Romina Velasco	romina.velasco001@deped.gov.ph
	Angie Marie Gavino	angiemarie.gavino@deped.gov.ph
Hermosa	Febbie Dimaculangan	febbie.dimaculangan@deped.gov.ph
Orani	Mary Grace Villanueva	marygrace.villanueva005@deped.gov.ph
	Monica Diane D. Surbona	monicadiane.surbona@deped.gov.ph
Samal	Mariel Cruz	mariel.ladera@deped.gov.ph
	Ma. Cecilia Bernabe	macecilia.bernabe@deped.gov.ph
Abucay	Mariel Cruz	mariel.ladera@deped.gov.ph
	Danamarie Rubiano	danamarie.rubiano@deped.gov.ph
Pilar	Magnolia M. de Leon	maggie.deleon@deped.gov.ph
Morong	Maribel De Roxas	maribel.deroxas@deped.gov.ph
	Avegail Vicente	avegail.vicente@deped.gov.ph
Bagac	Maribel De Roxas	maribel.deroxas@deped.gov.ph
	Sarah Labampa	sarah.labampa@deped.gov.ph
Orion	Magnolia M. de Leon	maggie.deleon@deped.gov.ph
	Flor Clyne Mendoza	florclyne.mendoza@deped.gov.ph
Lima	Bernadeth Joyce Magat	bernadethjoyce.magat@deped.gov.ph
	Irish Balon	irish.ballon@deped.gov.ph
Mariveles	Mylene Alcantara	mylene.alcantara@deped.gov.ph
	Gilbert Andes	gilbert.andes@deped.gov.ph



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Enclosure 3

CERTIFICATION

This is to certify that the Electronic Digital Signature attached in **(state the name of document/s where e-signature is attached)** for the purpose of **(state the purpose)** is under my authorization and permission.

The undersigned shall not be responsible for any document attached with his/her electronic digital signature for any purpose not specifically stated in this certification.

NAME OF SCHOOL HEAD

Designation

Date

Note: use letterhead of school using this format of certification



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