



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

August 20, 2021

**DIVISION MEMORANDUM**  
No. 370, s. 2021

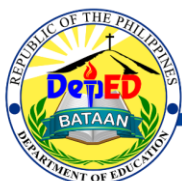
**DIVISION REORIENTATION AND REFRESHER TRAINING OF ACCOUNTANT I AND SENIOR BOOKKEEPERS OF IMPLEMENTING UNITS**

To: Assistant Schools Division Superintendent  
Implementing Unit's School Heads  
Accounting Unit  
Budget Unit  
IU's Accountant I & Sr. Bookkeepers  
All Others Concerned

1. This Office announces the conduct of seminar entitled "**Division Reorientation and Refresher Training of Accountant I and Senior Bookkeepers of Implementing Units**" on August 24-25, 2021, 9:00 AM to 4:00 PM, via Google Meet.
2. This activity aims to:
  - 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 and accounting treatment 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 of all IUs in the Division and;
  - e. to reorient the personnel of their duties and responsibilities and reiteration of the do's and don'ts in carrying out of their functions
3. Attached to this Memorandum are the participants for this training (Enclosure 1.)
4. Immediate dissemination of this memorandum is desired.

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

FS1/fs21  
August 20, 2021



*"We Mould Heroes"*

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CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2001100

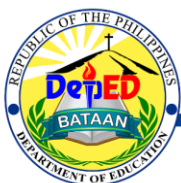


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**Enclosure No. 1**

**List of Participants**

1		MYRA V. DILIG
2		MYLENE G. SANTOS
3		MARRY CONN M. GACUTAN
4		PAULINE T. SALAVERIA
5		ARLENE A. ANTONIO
6	SDO (participants and technical working group)	LADY MAY ESCONDE
7		JOYCE TALA
8		BREXTER CABALLAS
9		JESSICA DIMABUYO
10		JAMAICA KARLA CANLAS
11		RHEA KATRINA DUMALAG
12		MARIA OFELIA M. GAITA
13	Balsik NHS	ANGELINA H.A MISTOSO
14	B Camacho NHS	MARIA YVETTE F. TRIA
15	Bataan School of Fisheries	ROSARIO B. DE LEON
16	EC Bernabe NHS	GEMMA M. SAGUN
17	Hermosa NHS	JOHN DAVID S. GARCIA
18	JC Payumo Jr MHS-Dinalupihan NHS	DONNA D. OCAMPO
19	Justice Emilio Angeles Gancayco MHS	ANDREW KING J. PIZARRO
20	Lamao NHS	ANNABEL A. GALICIA
21	Limay NHS	IMELDA C. QUITAIN
22	Luakan NHS	MARICHU G. APILADO
23	Magsaysay IS	ROSSANA S. SORIANO
24	Mariveles NHS-Cabcaben	JAN KARLO L. SANTOS
25	Mariveles NHS-Poblacion	MYRNA B. TIHIM
26	Morong NHS	MA. CRISTINA B. GUECO
27	Orani NHS	JOHN T. MANUEL
28	Pablo Roman NHS	LEO S. MUÑOZ
29	Pagalanggang HS	REA M. CHAVEZ
30	Samal NHS	ZEPHYLYN G. MALLARI



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