



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

June 23, 2023

**DIVISION MEMORANDUM**

No. 204, s. 2023

**MID - YEAR DIVISION CONSOLIDATION OF CY 2023 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 **Mid - Year Division Consolidation of FY 2023 Financial Accountability Reports will be held at Division Office – Conference Hall on July 3 to 5, 2023 at 8:00 am to 5:00 pm.**

DATE	ACTIVITY
JULY 3 - 4, 2023	Checking and Finalization of individual Financial Reports and supporting schedules, BMS.
JULY 5, 2023	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 mid-year financial and budgetary reports and schedules to the Regional Office; and
- to develop a good and harmonious working relationship among finance personnel.

3. **Meals** of One Thousand Two Hundred pesos (Php 1,200.00) each for 3 days is required to cover meals and venue chargeable against school MOOE.

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 II/DIVISION BOOKKEEPER	SCHOOLS DIVISION OFFICE
4	JOYCE S. TALA	ADMINISTRATIVE OFFICER II	SCHOOLS DIVISION OFFICE
5	PAUL JOHN D. DIMLA	ADAS III/DIVISION BOOKKEEPER	SCHOOLS DIVISION OFFICE
6	AHLENE KAYE M. MATILDE	ADMINISTRATIVE ASSISTANT III	SCHOOLS DIVISION OFFICE
7	MARIA OFELIA GAITA	ADMINISTRATIVE OFFICER II	SCHOOLS DIVISION OFFICE/ PARANG ES
8	MARJORIE C. DIEGO	ADAS III ADMINISTRATIVE ASSISTANT III	SCHOOLS DIVISION OFFICE
9	KRIZZA MARIE S. LOPEZ	ADMINISTRATIVE ASSISTANT III	SCHOOLS DIVISION OFFICE
10	IMELDA C. QUITAIN	ADAS III/SENIOR BOOKKEEPER	LIMAY NHS
11	RHEA KATRINA P. DUMALAG	ADAS III/SENIOR BOOKKEEPER	ORANI NHS
12	ROSSANA S. SORIANO	ADAS III/SENIOR BOOKKEEPER	MAGSAYSAY IS



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13	ROSARIO B. DE LEON	ACCOUNTANT I	BAT. SCHOOL OF FISHERIES
14	GEMMA M. SAGUN	ADAS III/SENIOR BOOKKEEPER	E.C. BERNABE NHS
15	CLARISSE E. MINOR	ADAS III/SENIOR BOOKKEEPER	MORONG NHS
16	ANNABEL A. GALICIA	ADAS III/SENIOR BOOKKEEPER	LAMAO NHS
17	MYRNA B. TIHIM	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (POB)
18	ANJELLA B. ARCEO	ADAS III/SENIOR BOOKKEEPER	LUAKAN NHS
19	PRINCESS LOVE L. MERIÑO	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (CAB)
20	ROSALIE T. TOLEDO	ADAS III/SENIOR BOOKKEEPER	SAMAL NHS/ J. C PAYUMO JR MHS
21	REGINA ALEISANDRA R. BUSTILLOS	ADAS III/SENIOR BOOKKEEPER	HERMOSA NHS
22	MARICEL P. BALATBAT	ADAS III/SENIOR BOOKKEEPER	PAGALANGGANG NHS
23	ANGELINA H. AMISTOSO	ADAS III/SENIOR BOOKKEEPER	BALSIK NHS
24	ROBIN JAMES P. ATIENZA	ADAS III/SENIOR BOOKKEEPER	JEAG MHS
25	LEO S. MUÑOZ	ADAS III/SENIOR BOOKKEEPER	P. ROMAN NHS
26	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.

  
**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

/FS 12/



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