



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

AUG 07 2023

DIVISION MEMORANDUM

No. 264 s. 2023

**MID-YEAR ASSESSMENT OF FINANCE UNIT AND REVISITING OF
IMPLEMENTING RULES AND REGULATIONS OF DEPED AND OVERSIGHT
AGENCIES**

To: Assistant School Division Superintendent
Accountant III
Administrative Officer V - Budget Officer
Administrative Assistant III
Administrative Assistant II
Administrative Assistant I
Administrative Aide VI
Administrative Aide IV
All Others Concerned

1. This Office, thru its Finance Unit announces the conduct of the **Mid-Year Assessment of Finance Unit and Revisiting of Implementing Rules and Regulations of DepEd and Oversight Agencies** on August 09-10, 2023 at Widus Hotel and Casino, Clark Freeport Zone Pampanga.
2. The **Objectives** of this activity are as follows:
 - a) To review and update the finance personnel with the latest accounting rules, guidelines, and circulars of oversight agencies.
 - b) To capacitate the finance personnel in proper and timely utilization of school funds by enhancing their knowledge.
 - c) To ensure that financial reports are free from biased data through proper application of the rules and guidelines in accounting processes.
 - d) To develop a good harmonious working relationship between co-workers and superiors by reminding them of the etiquette of being a government employee.
 - e) To re-orient the personnel of their duties and responsibilities and reiteration of the do's and don't in carrying out of their functions.
3. The List of Participants to this activity and the Training Matrix are enclosed in this memorandum.
 - 1 Schools Division Superintendent
 - 1 Assistant Schools Division Superintendent



"We Mould Heroes"





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

24	SDO Accounting Personnel
6	SDO Budget Personnel
2	COA
1	Medical Personnel
35	Participants

4. Training expenses shall be charged against SDO Accounting and Budget MOOE.
5. Immediate dissemination of this memorandum is desired.

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

Encl.:

As Stated

To be indicated in the Perpetual Index
under COA CIRCULAR 2023-004



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan





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

TRAINING MATRIX

Day 1 – August 09, 2023

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:15	<ul style="list-style-type: none"> Philippine National Anthem Prayer 	AVP
8:16 – 8:25	Statement of Purpose	MYRA V. DILIG <i>Accountant III</i>
8:26 – 9:00	Opening / Welcome Remarks Message	WILLIAM RODERICK R. FALLORIN <i>Assistant Schools Division Superintendent</i> CAROLINA S. VIOLETA, EdD, CESO VI <i>Schools Division Superintendent</i>
9:01 – 9:30	Presentation of issues and concerns	MYRA V. DILIG <i>Accountant III</i>
9:31 – 12:00	Updates on Accounting Guidelines	MYRA V. DILIG <i>Accountant III</i>
12:01 – 1:00	Lunch Break	
1:01 – 1:15	Energizer	AVP
1:16 – 3:00	Updates on Revise Documentary Requirements	JOANNE F. JAVIER <i>State Auditor IV</i> <i>Audit Team Leader</i> <i>COA</i>

FINANCE MID-YEAR ASSESSMENT_3of6



“We Mould Heroes”

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
 Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan





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

		LOUIE ARTH REYES <i>Auditor I</i> <i>COA</i>
3:01 – 4:00	Open forum	Master of Ceremony
4:01 – 5:00	Agreements	MYRA V. DILIG <i>Accountant III</i>
		MYLENE G. SANTOS <i>Administrative Officer V</i>

Day 2 – August 10, 2023

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:15	<ul style="list-style-type: none"> Philippine Nationalistic Song Prayer 	AVP
8:16 – 8:25	Energizer	AVP
8:26 – 12:00	Budget Updates	MYLENE G. SANTOS <i>Administrative Officer V</i>
12:01 – 1:00	Lunch Break	
1:01 – 2:00	Open forum	Master of Ceremony
2:01 – 3:00	Agreements and Ways forward	MYRA V. DILIG <i>Accountant III</i>
		MYLENE G. SANTOS <i>Administrative Officer V</i>
	MARIA OFELIA M. GAITA Master of Ceremony	





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

Mid-Year Assessment of Finance Unit and Revisiting of Implementing Rules and Regulations of DepEd and Oversight Agencies

List of Participants

Name	Position
Carolina S. Violeta	Schools Division Superintendent
William Roderick R. Fallorin	Assistant Schools Division Superintendent
Joanne F. Javier	State Auditor IV
Louie Arth P. Reyes	Auditor I
Myra V. Dilig	Accountant III
Mylene G. Santos	Administrative Officer V
Marry Conn M. Gacutan	Administrative Officer II
Joyce S. Tala	Administrative Officer II
Maria Ofelia M. Gaita	Administrative Officer II
Paul John D. Dimla	Administrative Assistant III
Mylene R. Alcantara	Administrative Assistant III
Romina D. Velasco	Administrative Assistant III
Mary Anne Gay L. Roque	Administrative Assistant III
Pamela D. Dela Rosa	Administrative Assistant III
Diana Rose C. Bautista	Administrative Assistant III
Rochelle Vi C. Langaman	Administrative Assistant III
Bernadeth Joyce M. Magat	Administrative Assistant III
Marvie D. Santos	Administrative Assistant III
Jenevei J. Acar	Administrative Assistant III



"We Mould Heroes"

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@depd.gov.ph | Website: www.depd.bataan.com | Facebook Page: www.facebook.com/DepEdBataan

FINANCE MID-YEAR ASSESSMENT_SofE





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

Ahlene Kaye M. Matilde	Administrative Assistant III
Jessica G. Dimabuyo	Administrative Assistant III
Maria Fe P. Martonito	Administrative Assistant III
Marjorie C. Diego	Administrative Assistant III
Krizza Marie S. Lopez	Administrative Assistant III
Renato Mylon N. De Guia	Administrative Assistant II
Jullie Anne E. Dela Rosa	Administrative Assistant II
Christer Daves N. Salvador	Administrative Assistant I
Erwin C. Cabana	Administrative Aide VI
Mariel C. Cabutaje	Administrative Aide IV
Kim Mikaella D. Nicdao	Administrative Aide IV
Kimberly Manuel	Administrative Aide IV
Maria Janine O. Taule	Administrative Aide IV
Sarah Joy M. Sioson	Administrative Aide IV
Angela Fae V. Oriel	Administrative Aide IV
Louise Anne Q. Samonte	Administrative Aide IV
Lalaine M. Navata	Nurse II

