



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

DIVISION MEMORANDUM

No. 342, s. 2023

SEP 12 2023

**3RD QUARTER 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 **3rd Quarter Division Consolidation of FY 2023 Financial Accountability Reports** will be held at Division Office – Bulwagan ng mga Bayani at Banal on October 3 to 5, 2023 at 8:00 am to 5:00 pm.

DATE	ACTIVITY
OCTOBER 3, 2023	Checking and Finalization of individual Financial Reports and supporting schedules, BMS.
OCTOBER 4, 2023	Submission of individual Financial Reports & FARS and all supporting schedules, BMS & URS.
OCTOBER 5, 2023	Consolidation of Reports

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. **Meals** 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/ OIC - AO V/BUDGET OFFICER	SCHOOLS DIVISION OFFICE
2	MARRY CONN GACUTAN	CONCURRENT AO II/DIVISION BOOKKEEPER	SCHOOLS DIVISION OFFICE
3	PAUL JOHN D. DIMLA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
4	AHLENE KAYE M. MATILDE	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
5	MARJORIE C. DIEGO	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
6	KRIZZA MARIE S. LOPEZ	ADAS III/ SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
7	MARIA OFELIA M. GAITA	ADMINISTRATIVE OFFICER II	SCHOOLS DIVISION OFFICE/ PARANG ES
8	ANGIE ROSE B. CAYANAN	ADMINISTRATIVE ASSISTANT II	LIMAY NHS
9	RHEA KATRINA P. DUMALAG	ADAS III/SENIOR BOOKKEEPER	ORANI NHS
10	ROSSANA S. SORIANO	ADAS III/SENIOR BOOKKEEPER	MAGSAYSAY IS
11	ROSARIO B. DE LEON	ACCOUNTANT I	BATAAN SCHOOL OF FISHERIES



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12	GEMMA M. SAGUN	ADAS III/SENIOR BOOKKEEPER	E.C. BERNABE NHS
13	CLARISSE E. MINOR	ADAS III/SENIOR BOOKKEEPER	MORONG NHS
14	ANNABEL A. GALICIA	ADAS III/SENIOR BOOKKEEPER	LAMAO NHS
15	MYRNA B. TIHIM	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (POB)
16	ANJELLA B. ARCEO	ADAS III/SENIOR BOOKKEEPER	LUAKAN NHS
17	PRINCESS LOVE L. MERIÑO	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (CAB)
18	ROSALIE T. TOLEDO	ADAS III/SENIOR BOOKKEEPER	SAMAL NHS
19	EDJEAN F. MADRIGAL	ADAS III/SENIOR BOOKKEEPER	J. C PAYUMO JR MHS
20	REGINA ALEISANDRA R. BUSTILLOS	ADAS III/SENIOR BOOKKEEPER	HERMOSA NHS
21	REA M. CHAVEZ	CONCURRENT AO II/SENIOR BOOKKEEPER	PAGALANGGANG NHS
22	MARY ROSE I. SALONGA	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 required.

Reference:

To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE
SCHOOLS

RECORDS
DATA


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



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