



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

September 5, 2023

DIVISION MEMORANDUM
No. 345, s. 2023

**MEETING FOR THE PREPARATION AND SUBMISSION
OF WORK AND FINANCIAL PLAN FY 2024**

To: Senior Bookkeepers (Non-IUs)
Disbursing Officers (Non-IUs)
Accountant -BHSA
Budget Officer - BHSA
Budget Office staff
and All Others Concerned

1. This Office, through its Finance Unit, announces the conduct of a meeting in preparation of **Work and Financial Plan (WFP) FY 2024** and Budget Execution Documents (BEDs) FY 2024 as stated in Department of Budget and Management Circular Letter No. 2016-6 dated October 27, 2016¹.
2. This meeting aims to give assistance and orientation to all of the Senior Bookkeepers and Disbursing Officers, Accountant and Budget Officer in the preparation of WFP FY 2024.
3. The meeting is scheduled on September 20, 2023, 1:30p.m. at the Bulwagan ng mga Bayani at Banal Training Center, SDO-Bataan, Kabukiran, Calaylayan, Abucay, Bataan.
4. The list of participants is hereby attached. Attendance is earnestly enjoined.
5. Immediate dissemination of this Memorandum is desired.

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

¹ Submission of the Annual Budget Execution Plans
F2/Fs5



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List of Participants

	DIVISION/UNIT/ DISTRICT/SCHOOL	NAME	POSITION
1	SDO-BATAAN	MYRA V. DILIG	ACCOUNTANT
2	SDO-BATAAN	JESSICA G. DIMABUYO	ADAS III
3	SDO-BATAAN	PAUL JOHN DIMLA	ADAS III
4	SDO-BATAAN	AHLENE KAYE MATILDE	ADAS III
5	SDO-BATAAN	RENATO MYLON N. DE GUIA	ADAS II
6	SDO-BATAAN	JULLIE ANNE E. DELA ROSA	ADAS II
7	SDO-BATAAN	MARIEL C. CABUTUAJE	ADA IV
8	SDO-BATAAN	ERWIN C. CABANA	ADA VI
9	SDO-BATAAN	MARIA OFELIA M. GAITA	AO II
10	SDO-BATAAN	MARIA FE P. MARTONITO	ADAS III
11	SDO-BATAAN	KRIZZA MARIE LOPEZ	ADAS III
12	SDO-BATAAN	MARJORIE DIEGO	ADAS III
13	SDO-BATAAN	CHRISTER DAVES SALVADOR	ADAS I
14	SDO-BATAAN	LOUIS ANNE SAMONTE	ADA IV
15	SDO-BATAAN	BERNADETH JOYCE MAGAT	SENIOR BOOKKEEPER
16	SDO-BATAAN	PAMELA DELA ROSA	SENIOR BOOKKEEPER
17	SDO-BATAAN	MYLENE ALCANTARA	SENIOR BOOKKEEPER
18	SDO-BATAAN	MARY ANNE GAY ROQUE	SENIOR BOOKKEEPER
19	SDO-BATAAN	MARVIE SANTOS	SENIOR BOOKKEEPER
20	SDO-BATAAN	DIANA ROSE CRUZ	SENIOR BOOKKEEPER
21	SDO-BATAAN	ROCHELLE VI LANGAMAN	SENIOR BOOKKEEPER
22	SDO-BATAAN	ROMINA VELASCO	SENIOR BOOKKEEPER
23	SDO-BATAAN	JENEVEI ACAR	SENIOR BOOKKEEPER
24	ABUCAY	IVAN RAE RANADA	DISBURSING OFFICER
25	BAGAC	SARAH LABAMPA	SENIOR BOOKKEEPER
26	BAGAC	CHRISTINE DISTAJO	DISBURSING OFFICER



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27	BAGAC NHS-PARANG	PATRICK JAMES P. NODADO	DISBURSING OFFICER
28	DINALUPIHAN EAST	MARY JANE QUINTO	SENIOR BOOKKEEPER
29	DINALUPIHAN EAST	ANNA NUGUID	DISBURSING OFFICER
30	DINALUPIHAN WEST	JHOSA SANTOS	SENIOR BOOKKEEPER
31	DINALUPIHAN WEST	GENNE SHAIRA OCAMPO	DISBURSING OFFICER
32	HERMOSA	MARY ANN PRIANES	SENIOR BOOKKEEPER
33	HERMOSA	REYLEN CRUZ	DISBURSING OFFICER
34	LIMAY	LEONOR VILLALUZ	SENIOR BOOKKEEPER
35	LIMAY	AIRRISH JOY F. CAIME	DISBURSING OFFICER
36	ST. FRANCIS HS	MARILYN B. CARANDANG	SENIOR BOOKKEEPER
37	ST. FRANCIS HS	MA. THERESA D. SORIANO	DISBURSING OFFICER
38	MARIVELES	KRISTINE JOY M. MAGIA	SENIOR BOOKKEEPER
39	MARIVELES	EULBERT MAR D. RAMOS	DISBURSING OFFICER
40	MNHS-MALAYA	FHOBIECATES J. SANGALANG	SENIOR BOOKKEEPER
41	MNHS-MALAYA	ROGELICIA E. SALLAO	DISBURSING OFFICER
42	MORONG	DYAN MAE T. DIZON	DISBURSING OFFICER
43	ORANI	DENNIS P. GUINTO	SENIOR BOOKKEEPER
44	ORANI	ESPERANZA G. GUINTO	DISBURSING OFFICER
45	ORION	MARIBEL P. ROXAS	SENIOR BOOKKEEPER
46	PILAR	MAGNOLIA M. DE LEON	SENIOR BOOKKEEPER
47	DR. VICTORIA NHS	JESSAMINE DE JESUS	SENIOR BOOKKEEPER
48	SAMAL	BERNADETTE E. BOLIVAR	SENIOR BOOKKEEPER