



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

February 7, 2024

DIVISION MEMORANDUM

No. 048, s. 2024

MEETING OF FINANCE PERSONNEL

To: SDO Finance and Budget Team
Senior Bookkeepers – Non-Fiscally Autonomous Schools
Disbursing Officer – Non-Fiscally Autonomous Schools
Senior Bookkeepers – District Offices
Disbursing Officer – District Offices
All Other Concerned

1. This Office informs all Senior Bookkeepers and Disbursing Officers that a meeting will be held on February 28, 2024, at 2:00 p.m. at Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.

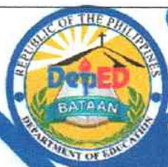
2. Agenda:

- 2.1 Review of Performance on granting of funds and submission of Liquidation Reports for the FY 2023.
- 2.2 Clarifications on the guidelines for the implementation of Programs, Projects, and Activities (PPAs) of FY 2024.
- 2.3 Update on Guidelines from different oversight agencies.
- 2.4 Other matters/concerns

3. The participants are as follows:

	NAME	POSITION	DISTRICT
1.	MYRA V. DILIG	ACCOUNTANT III	SCHOOLS DIVISION OFFICE
2.	RHODORA C. GANZON	AO V/BUDGET OFFICER	SCHOOLS DIVISION OFFICE
3.	PAUL JOHN D. DIMLA	ADAS III/DIVISION BOOKKEEPER	SCHOOLS DIVISION OFFICE
4.	AHLENE KAYE M. MATILDE	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE

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5.	MARIA FE P. MARTONITO	ADAS III	SCHOOLS DIVISION OFFICE
6.	KRIZZA MARIE S. LOPEZ	ADAS III	SCHOOLS DIVISION OFFICE
7.	LOUISE ANNE SAMONTE	ADAS III	SCHOOLS DIVISION OFFICE
8.	RENATO MYLON N. DE GUIA	ADAS II/DISBURSING OFFICER	SCHOOLS DIVISION OFFICE
9.	JULLIE ANNE E. DELA ROSA	ADAS II/DISBURSING OFFICER	SCHOOLS DIVISION OFFICE
10.	CHRISTER DAVES SALVADOR	ADAS I	SCHOOLS DIVISION OFFICE
11.	ERWIN C. CABANA	ADA VI	SCHOOLS DIVISION OFFICE
12.	DINA FORBES	ADA IV	SCHOOLS DIVISION OFFICE
13.	MARY ANNE GAY L. ROQUE	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
14.	MARY ANN O. PRIANES	ADAS III/SENIOR BOOKKEEPER	ABUCAY DISTRICT
15.	IVAN RAE DJ. RAÑADA	ADAS II/DISBURSING OFFICER	ABUCAY DISTRICT
16.	PAMELA D. DELA ROSA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
17.	SARAH G. LABAMPA	ADAS III/SENIOR BOOKKEEPER	BAGAC DISTRICT
18.	CHRISTINE A. DISTAJO	ADAS II/DISBURSING OFFICER	BAGAC DISTRICT
19.	KAREN M. MACALINAO	AO V/BUDGET OFFICER	BHSA
20.	MARK JENO R. GAOR	ACCOUNTANT III	BHSA
21.	SHIELA J. GRULLA	ADAS III/SENIOR BOOKKEEPER	BAGAC NHS
22.	PATRICK JAMES P. NODADO	ADAS II/DISBURSING OFFICER	BAGAC NHS
23.	BERNADETH JOYCE M. MAGAT	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
24.	ANNA P. NUGUID	ADAS II/DISBURSING OFFICER	DINALUPIHAN EAST
25.	JENEVEI J. ACAR	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
26.	JHOSA L. SANTOS	ADAS III/SENIOR BOOKKEEPER	DINALUPIHAN WEST
27.	GENNE SHAIRA OCAMPO	ADAS II/DISBURSING OFFICER	DINALUPIHAN WEST
28.	ROCHELLE VI C. LANGAMAN	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
29.	MARY JANE S. QUINTO	ADAS III/SENIOR BOOKKEEPER	HERMOSA DISTRICT
30.	REYLEN R. CRUZ	ADAS II/DISBURSING OFFICER	HERMOSA DISTRICT



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31.	DIANA ROSE C. BAUTISTA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
32.	LEONOR M. VILLALUZ	ADAS III/SENIOR BOOKKEEPER	LIMAY DISTRICT
33.	AIRRISH JOY F. CAYME	ADAS II/DISBURSING OFFICER	LIMAY DISTRICT
34.	LHEN CARANDANG	ADAS III/SENIOR BOOKKEEPER	ST. FRANCIS NHS
35.	MA. THERESA D. SORIANO	ADAS II/DISBURSING OFFICER	ST. FRANCIS NHS
36.	MYLENE R. ALCANTARA	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
37.	KRISTINE JOY M. MAGIA	ADAS III/SENIOR BOOKKEEPER	MARIVELES DISTRICT
38.	EULBERT MAR D. RAMOS	ADAS II/DISBURSING OFFICER	MARIVELES DISTRICT
39.	FHOBIECATES J. SANGALANG	ADAS III/SENIOR BOOKKEEPER	MARIVELES NHS (MALAYA)
40.	ROGELICA SALLAO	ADAS II/DISBURSING OFFICER	MARIVELES NHS (MALAYA)
41.	DYAN MAE V. TOLENTINO	ADAS II/DISBURSING OFFICER	MORONG DISTRICT
42.	MARVIE D. SANTOS	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
43.	ESPERANZA G. GUINTO	ADAS II/DISBURSING OFFICER	ORANI DISTRICT
44.	ROMINA D. VELASCO	ADAS III/SENIOR BOOKKEEPER	SCHOOLS DIVISION OFFICE
45.	MARIBEL P. DE ROXAS	ADAS III/SENIOR BOOKKEEPER	ORION DISTRICT
46.	GABRIEL ANGELO G. PADRES	ADAS II/DISBURSING OFFICER	ORION DISTRICT
47.	KIM MIKAELLA NICDAO	ADAS III/SENIOR BOOKKEEPER	PILAR DISTRICT
48.	WILFREDO A. ANTONIO JR.	ADAS II/DISBURSING OFFICER	PILAR DISTRICT
49.	JOBELLE KEITH C. DABUET	ADAS III/SENIOR BOOKKEEPER	DR. VICTORIA B. ROMAN MHS
50.	BERNADETTE E. BOLIVAR	ADAS III/SENIOR BOOKKEEPER	SAMAL DISTRICT
51.	ADRIANNE JOY R. CALARA	ADAS II/DISBURSING OFFICER	SAMAL DISTRICT

4. Coming on time and complete attendance is earnestly desired.


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

/FS24/FS1



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Enclosure 1.

**SDO Bataan's
Calendar Booking Slip**

Title of the Activity: Meeting of Finance Personnel

Proponent: Myra V. Dilig / Accountant III

Unit/Office: Accounting Unit

Participants: SDO & BHSA Finance & Budget Team, ADAS III & ADAS II of Non-IUs & District Offices

Inclusive Dates: February 28, 2024, 2:00 p.m.

Venue: Bulwagan ng mga Bayani at Banal, SDO Bataan, Calaylayan, Abucay, Bataan

Overlapping/Conflicting Activities:

Confirmed by:

MYRA V. DILIG

Unit Head

SEPS - HRD

Recommending Approval:

ARMANDO C. CAPILI, EdD

Assistant Schools Division Superintendent

Approved by:

CAROLINA S. VIOLETA, EdD, CESO V

Schools Division Superintendent



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Enclosure 2.

SDO Bataan Training Center

Booking Slip

Title of the Activity: Meeting of Finance Personnel

Proponent: Myra V. Dilig / Accountant III

Unit/Office: Accounting Unit

Total No. of Participants: 51

Inclusive Dates: February 28, 2024, 2:00 p.m.

Confirmed by:


SEPS - HRD