



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

DIVISION MEMORANDUM

No. 099, s. 2024

**1ST QUARTER DIVISION CONSOLIDATION OF CY 2024 FINANCIAL
ACCOUNTABILITY REPORTS**

To: Assistant Schools Division Superintendent
Administrative Officers V - Budget
Accountant III
Senior Bookkeepers – Fiscally Autonomous School
Accountant I – Bataan School of Fisheries
SDO Finance Team
All Others Concerned

1. This Office announces that the **1st Quarter Division Consolidation of CY 2024 Financial Accountability Reports** will be held on **April 3-5, 2024**, from **8:00 a.m. to 5:00 p.m.**, at **Conference Room (3rd Floor), SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.**

| DATE | ACTIVITY |
|---------------|--|
| APRIL 3, 2024 | Checking and Finalization of individual Financial Reports and supporting schedules, BMS. |
| APRIL 4, 2024 | Submission of individual Financial Reports & FARS and all supporting schedules, BMS & URS. |
| APRIL 5, 2024 | Consolidation of Reports |

2. This activity aims to:
 - a. Adapt the highly technical way of presentation and consolidation of Financial Reports and supporting schedules that will help the agency in monitoring performance;
 - b. Ensure that financial integrity is obtained through proper presentation of the reports;
 - c. Develop a good and harmonious working relationship among finance personnel.



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3. A registration fee of **One Thousand Two Hundred Pesos (P1,200.00)** shall be collected from each participant to cover the meal expenses for the 3-day activity.
4. Attached is the list of participants. Attendance is required.


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

References: Presidential Decree No. 1445
National Budget Circular No. 592, s. 2024

To be indicated in the Perpetual Index
Under the following subject:

ALLOTMENT
DATA
FUNDS
REPORTS

/FS1/FS24
March 5, 2024



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**1ST QUARTER DIVISION CONSOLIDATION OF CY 2024 FINANCIAL
ACCOUNTABILITY REPORTS**

List of Participants

| NO. | NAME | DESIGNATION | STATION |
|-----|--------------------------------|----------------------------------|-------------------|
| 1. | Rhodora C. Ganzon | Administrative Officer V, Budget | SDO Bataan |
| 2. | Myra V. Dilig | Accountant III | SDO Bataan |
| 3. | Marry Conn M. Gacutan | Administrative Officer II | Lalawigan ES |
| 4. | Marjorie C. Diego | Project Development Officer I | San Ramon ES |
| 5. | Krizza Marie S. Lopez | Administrative Assistant III | SDO Bataan |
| 6. | Louise Anne Q. Samonte | Administrative Assistant III | SDO Bataan |
| 7. | Paul John D. Dimla | Administrative Assistant III | SDO Bataan |
| 8. | Ahlene Kaye M. Matilde | Administrative Assistant III | SDO Bataan |
| 9. | Renato Mylon N. De Guia | Administrative Assistant II | SDO Bataan |
| 10. | Angelina A. Amistoso | Administrative Assistant III | Balsik NHS |
| 11. | Rosario B. De Leon | Accountant I | BSF |
| 12. | Maria Yvette F. Tria | Administrative Officer II | B. Camacho NHS |
| 13. | Gemma M. Sagun | Administrative Assistant III | E.C. Bernabe NHS |
| 14. | Regina Aleisandra R. Bustillos | Administrative Assistant III | Hermosa NHS |
| 15. | Edjean F. Madrigal | Administrative Assistant III | JC Payumo Jr. MHS |
| 16. | Robin James P. Atienza | Administrative Assistant III | JEAG |
| 17. | Annabel A. Galicia | Administrative Assistant III | Lamao NHS |
| 18. | Rhoda P. Parcon | Administrative Assistant III | Limay NHS |
| 19. | Anjella B. Arceo | Administrative Assistant III | Luakan NHS |
| 20. | Rossana S. Soriano | Administrative Assistant III | Magsaysay NHS |
| 21. | Princess Love L. Meriño | Administrative Assistant III | MNHS - Cabcaben |
| 22. | Myrna B. Tihim | Administrative Assistant III | MNHS - Poblacion |
| 23. | Kriza L. Loyola | Administrative Assistant III | Morong NHS |
| 24. | Rhea Katrina P. Dumalag | Administrative Assistant III | Orani NHS |
| 25. | Leo S. Muñoz | Administrative Assistant III | P. Roman NHS |
| 26. | Mary Rose I. Salonga | Administrative Assistant III | Pagalanggang NHS |
| 27. | Rosalie T. Toledo | Administrative Assistant III | Samal NHS |