



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

SEP 27 2024

**DIVISION ADVISORY**

No. 249, s. 2024

To: Secondary School Principals (IU's)  
Division Accountant  
Division Budget Officer  
Division Budget and Accounting Staff  
Division HRMO  
Secondary School IU's – Accountant or ADAS III (Senior Bookkeeper)  
ADAS II (Disbursing Officer)  
Designated Property Custodian  
All Others Concerned

This Office informs all concerned, that the DepEd Regional Office will be conducting a "Seminar-Workshop on Financial Management Cum Team Building and Awarding Ceremony for Outstanding Achievements in Financial Management" on October 16-18, 2024, at the Brizo Hotel and Mountain View Resort, Kabangaan Rd., Brgy. Cabangaan, Tagaytay, Silang, Cavite.

Attached is the Regional Memorandum No. 655, s. 2024, for further information and details.

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

F2/



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
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"We Mould Heroes"





Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON

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**SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT  
CUM TEAM BUILDING and AWARDING CEREMONY FOR OUTSTANDING  
ACHIEVEMENTS IN FINANCIAL MANAGEMENT  
October 16 to 18, 2024**

**BRIZO HOTEL AND MOUNTAIN VIEW RESORT**  
Kabangaan Rd., Brgy. Cabangaan, Tagaytay, Silang, Cavite

To : Secondary School IU's – Accountant or ADAS III  
Division Budget and Accounting Personnel (ADASIII)

**2024 SEARCH FOR OUTSTANDING ACHIEVEMENTS IN FINANCIAL  
MANAGEMENT AWARD**

**RATIONALE:**

By virtue of DepEd Order No. 9 s. 2002: Establishing the Programs on Awards and Incentives for Service Excellence in the Department of Education that provides the revised policies on employee suggestions and Incentive Awards. Anent to this, the Association of DepEd Bookkeeper in Region III, Inc. being the DEACO recognized group association for the Senior Bookkeepers in the Secondary Schools Implementing Units and having no other programs that recognizes the exemplary performance of the school financial staff thereby adopts and proposes the conduct of a Search for DepEd School Finance Excellence Award which culminates during the socials as part of the activity on the SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT CUM TEAM BUILDING and AWARDING CEREMONY FOR OUTSTANDING ACHIEVEMENTS IN FINANCIAL MANAGEMENT in virtue of Regional Memorandum \_\_\_\_\_.

**OBJECTIVES:**

The Search for DepEd School Finance Excellence Awards aims to:

1. appreciate, recognize, award and encourage school finance staff/Senior Bookkeeper for their innovative ideas, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest.
2. enhance and inspire them to exert more efforts which contribute to the efficiency, economy and improvement in the school operations which leads to the achievement of targets of the department.
3. motivate and provide incentives for them to contribute more ideas, suggestions, inventions, discoveries and superior accomplishments.

**WHO ARE ELIGIBLE TO JOIN?**



**Address:** Matalino St. D.M. Government Center, Maimpis,  
City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89  
**Email Address:** region3@deped.gov.ph  
**Website:** <https://region3.deped.gov.ph/>



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**1. OUTSTANDING DEPED SENIOR BOOKKEEPER AWARD**

- Administrative Assistant III (Senior Bookkeeper) occupying a Plantilla position in the Implementing /Operating Schools.
- Must be at least 5 years in the service where he/she is appointed as of September 30, 2024.
- The performance rating for 3 consecutive rating periods must be Very Satisfactory or Outstanding.
- Must not have been sanctioned for violation of administrative policies and has no pending administrative/civil case.
- Must have demonstrated exemplary performance and contribution to the agency.

**2. OUTSTANDING DIVISION ADMINISTRATIVE ASSISTANT III AWARD**

- Administrative Assistant III occupying a Plantilla position in the Schools Division Office.
- Must be at least 5 years in the service where he/she is appointed as of September 30, 2024.
- The performance rating for 3 consecutive rating periods must be Very Satisfactory or Outstanding.
- Must not have been sanctioned for violation of administrative policies and has no pending administrative/civil case.
- Must have demonstrated exemplary performance and contribution to the agency.

**3. SERVICE RECOGNITION AWARD**

- Administrative Assistant III (Senior Bookkeeper) occupying a Plantilla position in the Implementing /Operating Schools.
- Must be at least 5 years in the service where he/she is appointed as of September 30, 2024.
- Must be 10, 15, 20, 25, 30 and 35 years in the service as Senior Bookkeeper as of September 30, 2024.

**NOMINATION FOR OUSTANDING DEPED SENIOR BOOKKEEPER AWARD**

Nominations are open once this guideline is posted in public. It can be done by the immediate supervisor or by their colleagues in case the immediate supervisor is not available. The initial list of nominees shall be published.

Nominees shall be required to submit their pertinent documents which shall contain their significant and work-related accomplishments and write-ups.

**CRITERIA FOR EVALUATION:**

- Occupational Competences 50%



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- 20%
  - a. Performance and BUR (utilization rate based of 3<sup>rd</sup> Qr Flash Report)
  - b. Job-related outputs for FY 2024 on submission of reports 15%
  - c. Individual Performance Commitment and Review Form for past 3 years 15%
- 2. Outstanding Accomplishments 25%
  - a. Awards 10%
  - b. Publication 5%
  - c. Speakership/Facilitator in Training/Seminars/Workshop 10%
- 3. Professional Development 10%
  - a. Trainings/Seminars/Conferences attended 10%
- 4. Community Involvement 15%
  - a. Membership and participation in the organizations 5%
  - b. Participation in school, division, region and or community-initiated activities (ECA) 10%

#### **THE AWARD MECHANISM**

1. **TOP 7 OUTSTANDING SENIOR BOOKKEEPER AWARD** from the nominees who got the topmost rank.
  - a. 1 from Province of Aurora
  - b. 1 from Province of Bataan
  - c. 1 from Province of Bulacan
  - d. 1 from Province of Nueva Ecija
  - e. 1 from Province of Tarlac
  - f. 1 from Province of Pampanga
  - g. 1 from Province of Zambales
2. **TOP 7 OUTSTANDING DIVISION ADMINISTRATIVE ASSISTANT III AWARD** from the nominees who got the topmost rank.
  - a. 1 from Province of Aurora
  - b. 1 from Province of Bataan
  - c. 1 from Province of Bulacan
  - d. 1 from Province of Nueva Ecija
  - e. 1 from Province of Tarlac
  - f. 1 from Province of Pampanga
  - g. 1 from Province of Zambales
3. **CERTIFICATE OF RECOGNITION** for the remaining 5 nominees per province who got the next highest ranks.



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REGION III-CENTRAL LUZON

4. **SERVICE RECOGNITION AWARDEE** for the nominees who are 10, 15, 20, 25, 30 and 35 years in service as Senior Bookkeepers.

**ANNOUNCEMENT AND AWARDING CEREMONY:**

For Outstanding DepEd Senior Bookkeeper Award and Outstanding Division Administrative Assistant III, only the Topmost rank per province will be awarded, however a Certificate of Recognition shall be given to the remaining 5 nominees per province who got the next highest ranks.

The winners shall be announced and be awarded during the SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT CUM TEAM BUILDING and AWARDING CEREMONY FOR OUTSTANDING ACHIEVEMENTS IN FINANCIAL MANAGEMENT OF ADB-RIII Inc.

**SUBMISSION OF DOCUMENTS:**

For the Outstanding DepEd Senior Bookkeeper Award and Outstanding Division Administrative Assistant III, the following documents shall be submitted in softcopy on or before 5PM of October 4, 2024, through email in 1 compiled PDF format to [rayangelo.zialcita@deped.gov.ph](mailto:rayangelo.zialcita@deped.gov.ph) and cc: [diomedesmillano@deped.gov.ph](mailto:diomedesmillano@deped.gov.ph) with subject name format **"NDBA\_OUTSTANDING\_SB\_(PROVINCE)\_COMPLETE NAME OF THE NOMINEE":**

1. Personal Data Sheet
2. Updated Service Record
3. Certificate of No Pending Case
4. Performance Rating for the last 3 rating period
5. Job-related outputs for Fiscal Year 2024 on submission of reports (e.g. transmittal of submitted reports, etc.)
6. Proof of Management of School Funds (per 3<sup>rd</sup> Qr Flash Report Utilization)
7. Record of Meritorious Accomplishments for the past 3 years, duly attested by Proper authorities and corroborated by the colleagues.
8. Proof of participation in the community-initiated activities.
9. Nomination Form

For the Service Recognition Award, the following documents shall be submitted in softcopy on or before 5PM of October 4, 2024 through email in 1 compiled PDF format to [rayangelo.zialcita@deped.gov.ph](mailto:rayangelo.zialcita@deped.gov.ph) and cc: [diomedesmillano@deped.gov.ph](mailto:diomedesmillano@deped.gov.ph) with subject name format **"NDBA\_SERVICE RECOGNITION\_AWARD\_(PROVINCE&SDO)\_COMPLETE NAME OF THE NOMINEE":**

1. Personal Data Sheet



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REGION III-CENTRAL LUZON

2. Updated Service Record
3. Copy of Appointment as Senior Bookkeeper

**EVALUATION OF DOCUMENTS:**

The documents submitted by the nominees shall be evaluated by the PRAISE Committee. The nominees will be ranked according to the total scores they obtained. The nominees must have earned at least 70 points based on the criteria to be able to receive an award.

**Composition of PRAISE Committee**

Chairperson	Diomedes G. Millano
Co-Chairperson	Jeannette P. Galura
Members	Sherylyn Betito Christy DC. Hernandez Myrna B. Tihim Roberto C. Consultado Odon Ma. G. Sablan Ray Angelo G. Zialcita
Secretariat	Chora U. Casiano Michael dela Pena



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**REGIONAL MEMORANDUM**

No. 055, s. 2024

**SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT  
 CUM TEAM BUILDING and AWARDING CEREMONY FOR OUTSTANDING  
 ACHIEVEMENTS IN FINANCIAL MANAGEMENT**

To : Schools Division Superintendents  
 All Others Concerned

1. The Association of DepEd Bookkeepers in Region III (ADB-III), Inc., in coordination with the Department of Education Region III will conduct Seminar-Workshop on Financial Management Cum Team Building and Awarding Ceremony for Outstanding Achievements in Financial Management, on October 16 to 18, 2024 at the Brizo Hotel and Mountain View Resort, Kabangaan Rd., Brgy. Cabangaan, Tagaytay, Silang, Cavite.
2. The objectives of the activity are the following:
  - a. capacitate newly hired and existing finance and other personnel for the effective and efficient delivery of basic education services,
  - b. increase productivity and enhance organizational performance,
  - c. strengthen internal control and prevent or minimize negative Audit Observation Memoranda from the Commission on Audit,
  - d. enhance level of compliance to procurement laws and procedures,
  - e. resolve issues and concerns,
  - f. promote camaraderie and cooperation among personnel and health and wellness, and
  - g. appreciate and reward outstanding performance.
3. The topics to be discussed are:
  - a. Financial Management
  - b. Standard Procedure on the Management of Property, Plant and Equipment (PPE)
  - c. Preparation of Budget and Financial Accountability Reports, uploading in the Department of Budget and Management Unified Reporting System (DBM.URS) and Action Documents Releasing System (ADRS)
  - d. Preparation of Budget Execution Documents (BED 1, 2 and 3).
  - e. Preparation of Annual Procurement Plan (CSE and Non CSE)
  - f. Human Resource Management Updates and PSIPOP
  - g. Early Procurement Activity and Approved National Expenditure Program for FY 2025
  - h. Updates from the Department of Budget and Management



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4. The participants in this activity are the Secondary School IU's – Accountant or ADAS III (Senior Bookkeeper), ADAS II (Disbursing Officer), Administrative Assistant II (who assist the Senior Bookkeeper), Designated Property Custodian, School Principal, Division Accountant, Division Budget Officer, Division Budget & Accounting Finance Staff & Division HRMO, Regional Finance & HRMO and other concern personnel related to finance in Region III.
5. A registration fee of Six Thousand Pesos (Php6,000.00) shall be charged to each participant to cover expenses for the hotel accommodation, training venue, training kit, meal and snacks, certificates and awards, team building activity expenses, honoraria of the resource persons, and other incidental expenses.
6. The registration fee, travel and incidental expenses of the participants shall be charged against local funds such as but not limited to Regional/Division/Schools Maintenance and Other Operation Expense (MOOE), and or Special Education Fund (SEF), and other possible sources subject to the usual accounting and auditing rules and regulations.
7. Attendance shall be on official business. Participants are advised to bring Laptop and pocket Wi-Fi.
8. Arrival and registration of participants shall be on the morning of Day 1 October 16, 2024. The first meal to be served is A.M. snacks on Day 1, while the last meal to be served is lunch on Day 3.
9. Online confirmation of attendance shall be made through:  
[https://docs.google.com/forms/d/1Pyd2TdNZuWvt-IH2Wk-nOTU440CZ04Hqz29oVTXqoGg/edit?usp=forms\\_home&ths=true](https://docs.google.com/forms/d/1Pyd2TdNZuWvt-IH2Wk-nOTU440CZ04Hqz29oVTXqoGg/edit?usp=forms_home&ths=true)
10. The members of the Technical Working Group (TWG) are considered participants and are required to pay the registration fee. They are authorized to travel one or two day/s prior to the start of the activity for the necessary preparation and one day after the activity for post evaluation.
11. This memorandum serves as the Travel Authority of the Officers of Association of DepEd Bookkeepers in Region III (ADB-III Inc.) and members of Technical Working Group/Committee.
12. The copy of program matrix including the mechanics of teambuilding and search for outstanding achievements in financial management award are attached.
13. For further details, you may contact:  
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14. For information and guidance.

**RONNIE S. MALLARI, PhD, CESO V**  
OIC - Regional Director

Encl.: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

NON-TEACHING PERSONNEL  
TEAM BUILDING  
SEMINAR-WORKSHOP

IMPLEMENTING UNITS  
AWARDS

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REGION III-CENTRAL LUZON

**REGIONAL MEMORANDUM**

No. \_\_\_\_\_, s. 2024

**SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT  
CUM TEAM BUILDING and AWARDING CEREMONY FOR OUTSTANDING  
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24.03.2024



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14. For information and guidance.

**RONNIE S. MALLARI, PhD, CESO V**  
OIC - Regional Director

Encl.: As stated

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IMPLEMENTING UNITS  
AWARDS

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**SEMINAR-WORKSOP ON FINANCIAL MANAGEMENT CUM TEAM BUILDING and  
 AWARDING CEREMONY FOR OUTSTANDING ACHIEVEMENTS IN FINANCIAL  
 MANAGEMENT**  
**October 16 to 18, 2024**

**BRIZO HOTEL AND MOUNTAIN VIEW RESORT**  
 Kabangaan Rd., Brgy. Cabangaan, Tagaytay, Silang, Cavite

<b>Executive Committee</b>		
OVERALL CHAIRPERSON	DIOMEDES G. MILLANO	PRESIDENT
OVERALL VICE-CHAIRPERSON	RAY ANGELO G. ZIALCITA	VICE PRESIDENT
OVERALL, CO-VICE CHAIRPERSONS	JEANNETTE P. GALURA MYRNA B. TIHIM JOHN MARC FLORES	SECRETARY TREASURER AUDITOR
MEMBERS	ADB-III Inc. OFFICERS	

<b>Regional Technical Working Group</b>			
	<b>CHAIRPERSON</b>	<b>CO-CHAIRPERSON</b>	<b>MEMBERS</b>
Overall	Diomedes G. Millano		
Registration Committee (Payment & Issuances of OR)	Myrna B. Tihim	Christy DC. Hernandez	Annabel A. Galicia Marissa M. Menor
Registration Committee (Online Registration)	Ray Angelo G. Zialcita	Christine Lynnore M. Democrito	Mary Grace Bueza Solano Jenette Esteban Andres
Accommodation Committee	Ray Angelo G. Zialcita	Christine Lynnore M. Democrito	Mary Grace Bueza Solano Jenette Esteban Andres
Attendance Committee (AM/PM Attendance)	Jeannette P. Galura	Regent S. Manio	Roberto C. Consultado Angie Rose Cayanan
Venue, Physical Arrangement and Decoration	Odon Ma. G. Sablan	Michael dela Pena	Roehl Sanoy Angelito Gaitero
Program and Invitation	Marc John Flores	Michael dela Pena	Maria Capitle
Corsage & Ushers/Usherettes	Corsage & Ushers/Usherettes	Kristel B. Rilloraza	Ronajoy C. Gozon
Foods/Meals	Foods/Meals	Christy DC. Hernandez	Mikaela Nicole P. Reyes



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Issuance of Kits	Issuance of Kits	Sherylyn D. Betito	Rowena Jimenez
Awards	Awards	Chora U. Casiano	Lady Krystine Claus
Committee on Certificates and Tokens	Committee on Certificates and Tokens	Sheila Ann M. Eclevia	Sherylyn D. Betito
Documentation and Narratives	Documentation and Narratives	Lady Krystine Claus	Arnelson D. Cornejo
Medical Response	Medical Response	Jasper Jay P. Gonzalaes	Doris Agbulos
Technical and Logistics	Technical and Logistics	Lee Andreu M. Santiago	Arnelson D. Cornejo



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**SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT CUM TEAM BUILDING  
 and AWARDING CEREMONY FOR OUTSTANDING ACHIEVEMENTS IN  
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 October 16 to 18, 2024**

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 Kabangaan Rd., Brgy. Cabangaan, Tagaytay, Silang, Cavite

**Indicative Program Matrix**

<b>Day 1 – October 16, 2024</b>			
<b>I</b>	<b>08:30 – 08:40</b>	<b>Philippine National Anthem DepEd ROIII March DepEd Quality Policy Statement</b>	<b>AVP</b>
<b>II</b>	<b>08:41 – 08:45</b>	<b>Prayer</b>	
<b>III</b>	<b>08:46 – 09:00</b>	<b>Welcome Remarks</b>	<b>RONNIE S. MALLARI, PhD, CESO V</b> OIC, Regional Director
<b>IV</b>	<b>09:01 – 09:15</b>	<b>Statement of Purpose</b>	<b>DIOMEDES G. MILLANO</b> Regional President ADB-III Inc.
<b>V</b>	<b>09:16 – 09:30</b>	<b>Attendance Check</b>	<b>RAY ANGELO G. ZIALCITA</b> Regional Vice President ADB-III Inc. Chairman - Registration Committee
<b>VI</b>	<b>Seminar-Workshop Proper</b>		
	<b>09:31 - 09:45</b>	<b>House Rules</b>	<b>JEANNETTE P. GALURA</b> Regional Secretary ADB-III Inc.
	<b>09:46 – 11:30</b>	<b>DBM – Unified Reporting System (URSv2)</b>	DBM resource speaker/s
	<b>11:30 – 12:00</b>	<b>Open Forum</b>	
	<b>12:01 – 01:00</b>	<b>Health Break</b>	
	<b>01:01 – 01:45</b>	<b>Continuation DBM – Unified Reporting System (URSv2)</b>	DBM resource speaker/s
	<b>01:46 - 02:00</b>	<b>Open Forum</b>	
	<b>02:01 – 02:45</b>	<b>Action Document Releasing System (ADRS)</b>	DBM resource speaker/s
	<b>02:31 – 03:00</b>	<b>Open Forum</b>	



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<b>VII</b>	<b>Team Building Activity</b>		
	<b>03:01 onwards</b>	<b>Team Building Activities</b>	All committees in-charge

<b>Day 2 - October 17, 2024</b>			
<b>I</b>	<b>08:00 - 08:20</b>	<b>Nationalistic Song DepEd ROIII March</b>	AVP
<b>II</b>	<b>08:21 - 08:25</b>	<b>Prayer</b>	
<b>III</b>	<b>08:26 - 08:40</b>	<b>Attendance Check</b>	<b>RAY ANGELO G. ZIALCITA</b> Regional Vice President ADB-III Inc. Chairman - Registration Committee
<b>IV</b>	<b>08:41 - 08:55</b>	<b>Energizer</b>	SDO
<b>V</b>	<b>08:56 - 09:15</b>	<b>Management of Learning (MOL)</b>	SDO
<b>VI</b>	<b>Seminar-Workshop Proper</b>		
	<b>09:16 - 11:30</b>	<b>RA9184 Procurement Law (DepEd related)  Annual Procurement Plan (APP-CSE and NON-CSE) preparation</b>	DBM resource speaker/s
	<b>11:30 - 12:00</b>	<b>Open Forum</b>	
	<b>12:01 - 01:00</b>	<b>Health Break</b>	
	<b>01:01 - 01:45</b>	<b>Human Resource Personnel Updates (PSIPOP)</b>	DBM resource speaker/s
	<b>01:46 - 02:00</b>	<b>Open Forum</b>	
	<b>02:01 - 02:45</b>	<b>Early Procurement Activity and Approved NEP for FY 2025</b>	DBM resource speaker/s
	<b>02:31 - 03:00</b>	<b>Open Forum</b>	
<b>VII</b>	<b>Team Building Activity</b>		
	<b>03:01 onwards</b>	<b>Team Building Activities</b>	All committees in-charge



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Day 3 – October 18, 2024			
I	08:30 – 08:40	Nationalistic Song DepEd ROIII March	AVP
II	08:41 – 08:45	Prayer	
III	08:46 – 09:00	Attendance Check	<b>RAY ANGELO G. ZIALCITA</b> Regional Vice President ADB-III Inc. Chairman - Registration Committee
IV	09:01 – 09:15	Energizer	<b>SDO</b>
V	09:16 – 09:30	Management of Learning (MOL)	<b>SDO</b>
VI	<b>Seminar-Workshop Proper</b>		
	09:31 - 11:30	Standard Procedure on the Management of Property, Plant and Equipment (PPE)	<b>ANGELINA S. MANIO</b> Chief Administrative Officer
	11:30 – 12:00	Open Forum	
	12:01 – 01:00	Health Break	
	01:01 – 02:00	Financial Management	<b>ANGELINA S. MANIO</b> Chief Administrative Officer
	02:01 - 02:15	Open Forum	
VII	<b>Awarding Ceremony</b>		
	02:16 onwards		<b>ADB-III Inc. OFFICERS</b> <b>ANGELINA S. MANIO</b> Chief Administrative Officer <b>HAIZLYNE JADE C. CASTRO</b> Supervising Administrative Officer <b>RAYMOND MARTIN P. GONZALES</b> OIC, Accountant III
VIII	Closing Remarks		<b>RAY ANGELO G. ZIALCITA</b> Regional Vice President ADB-III Inc.



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**SEMINAR-WORKSHOP ON FINANCIAL MANAGEMENT  
CUM TEAM BUILDING and AWARDING CEREMONY FOR OUTSTANDING  
ACHIEVEMENTS IN FINANCIAL MANAGEMENT  
October 16 to 18, 2024**

**BRIZO HOTEL AND MOUNTAIN VIEW RESORT**  
Kabangaan Rd., Brgy. Cabangaan, Tagaytay, Silang, Cavite

To : Secondary School IU's – Accountant or ADAS III (Senior Bookkeeper)  
ADAS II (Disbursing Officer)  
Designated Property Custodian  
School Principal  
Division Accountant  
Budget Officer  
Division Budget and Accounting Personnel & HRMO  
Regional Finance & HRMO  
Other concerned personnel in Region III

1. The Association of DepEd Bookkeepers in Region III Inc. will conduct team building activity with the theme **"Teamwork makes the dream work!"**.
2. The team building activity aims to strengthen the DepEd Region III Finance personnel unity, camaraderie and friendly relationship through meaningful sports events and promotion of DepEd Values.
3. This sports activity scheduled from October 16 to 18, 2024 during the conduct of Seminar-Workshop on Financial Management Cum Team Building and Awarding Ceremony for Outstanding Achievements in Financial Management shall be hosted by the Association of DepEd Bookkeepers in Region III Inc. participated by all DepEd Finance Personnel from Regional, Division and Implementing Units Schools.
4. Eligibility
  - a. Finance Personnel of RO/SDO/IUs of Region III
  - b. Permanent/Casual are allowed to participate
5. Requirements
  - a. Copy of appointment
  - b. Medical Certificate (Fit to Play)
6. In view of the foregoing, the following documents are enclosed for reference.  
Enclosure 1 – Schedule of activities, sports to be played and players compositions  
Enclosure 2 – Working Committees  
Enclosure 3 – Playing Venues



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Enclosure 4 – Medical Certificate

7. Submission of Intent to play must be submitted through email in 1 compiled PDF format (medical certificate) [rayangelo.zialcita@deped.gov.ph](mailto:rayangelo.zialcita@deped.gov.ph) and cc:[diomedesmillano@deped.gov.ph](mailto:diomedesmillano@deped.gov.ph) with subject name format **"NAME\_SCHOOL\_(PROVINCE)\_EVENT"**.
8. For more information, please contact any of the ADB-III Inc. Officers or through email at [rayangelo.zialcita@deped.gov.ph](mailto:rayangelo.zialcita@deped.gov.ph).



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Enclosure 1 – Schedule of activities, sports to be played and players compositions

Event/Activity	Date
Submission of Intent to Play	October 9, 2024
Drawing of Lots	October 11, 2024
Team Building Activity Proper	October 16 to 17, 2024
Awarding Ceremony	October 18, 2024

Sports to be Played and Players Compositions	
Basketball 5x5 (team competition)	For Mens personnel
Volleyball (team competition)	For Mens & Womens personnel
Badminton	For both
Table Tennis	For both
Singing Contest	For both
Laro ng Lahi	For both

Enclosure 2 – Working Committees

**GAMES EXECUTIVE MANAGEMENT AND ADMINISTRATION**

Executive Head: DIOMEDES G. MILLANO  
 Members: ADB-III Inc. Officers

**TECHNICAL AND GAMES ADVISORY COMMITTEE**

	<b>Chairpersons</b>	<b>Members</b>
Basketball	Ray Angelo G. Zialcita Lee Andreu M. Santiago	Roehl Sanoy Edric G. Joson
Volleyball	Sherylyn D. Betito Rowena Jimenez	Maria Capitle Doris Agbulos
Badminton	Odon Ma. G. Sablan Marc John Flores	Ma. Elisa B. Balmeo Jerome Montero
Singing Contest	Chora U. Casiano Michael dela Pena	Mylene Punzalan Michelle Angeline Relos
Laro ng Lahi	Jeannette P. Galura Myrna B. Tihim Christy DC. Hernandez	Lenny Candido Angelito Gaitero Regent S. Manio

Enclosure 3 – Playing Venues

**BRIZO HOTEL AND MOUNTAIN VIEW RESORT PLAYING COURTS**



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