



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

DIVISION MEMORANDUM

No. 495, s. 2024

MEETING OF THE FINANCE PERSONNEL

To: SDO Finance Personnel
Senior Bookkeepers (Non-IUs)
Disbursing Officers (Non-IUs)
All Others Concerned

1. This Office, through its Finance Unit, announces the conduct of meeting on Finance Personnel, both from SDO and Non-Implementing Units on November 25, 2024, 10:00AM to 5:00 PM at SDO Bulwagan ng mga Bayani at Banal.
2. The objectives of this activity are as follows:
 - a. To review and update the finance personnel with the latest accounting rules, guidelines and circulars of oversight agencies;
 - b. To improve the finance staffs understanding of how to correctly apply the rules and guidelines in the accounting process in order to enable them to account school funds in a timely and appropriate manner;
 - c. To discuss the finance process flow of granting and liquidation of the cash advances of the PPAs as indicated in the Approved Work and Financial. This also includes pre-audit of the said transactions; and
 - d. To re-orient the personnel of their duties and responsibilities and reiteration of do's and don'ts in carrying out of their functions.
3. The list of participants for this activity and the training matrix are enclosed in this memorandum.
4. Training expenses shall be charged against OSDS MOOE Fund.
5. This memorandum serves as travel order of the participants.
6. Immediate dissemination of this memorandum is desired.

Encl:
MEETING WITH THE FINANCE PERSONNEL

To be indicated in the Perpetual Index


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



Kabukiran, Calaylayan, Abucay 2114 Bataan

www.depedbataan.com bataan@deped.gov.ph

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**MEETING OF THE FINANCE PERSONNEL
 LIST OF PARTICIPANTS**

SDO BATAAN – ACCOUNTING	MYRA V. DILIG	ACCOUNTANT III
	PAUL JOHN D. DIMLA	ADMINISTRATIVE ASSISTANT III
	RENATO MYLON N. DE GUIA	ADMINISTRATIVE ASSISTANT III
	MARVIE D. SANTOS	ADMINISTRATIVE ASSISTANT III
	AHLENE KAYE M. MATILDE	ADMINISTRATIVE ASSISTANT III
	JULLIE ANNE E. DELA ROSA	ADMINISTRATIVE ASSISTANT II
	ERWIN C. CABANA	ADMINISTRATIVE ASSISTANT II
	SARAH JOY M. SIOSON	ADMINISTRATIVE AIDE IV
	KIMBERLY M. PARAS	ADMINISTRATIVE AIDE IV
	MARIEL C. CABUTAJE	ADMINISTRATIVE AIDE IV
	KRISTINE D. PAGDANGANAN	ADMINISTRATIVE AIDE IV
	SHERYL ANN B. JAIME	ADMINISTRATIVE AIDE IV
	BERNA LISA O. DAGON	ADMINISTRATIVE AIDE IV
SDO BATAAN - BUDGET	RHODORA C. GANZON	ADMINISTRATIVE OFFICER V - BUDGET
	KRIZZA MARIE S. LOPEZ	ADMINISTRATIVE ASSISTANT III
	LOUISE ANNE Q. SAMONTE	ADMINISTRATIVE ASSISTANT III
	CHRISTER DAVES N. SALVADOR	ADMINISTRATIVE ASSISTANT I
ABUCAY DISTRICT	DINA C. FORBES	ADMINISTRATIVE AIDE IV
	MARITRESS A. SANCHEZ	ADMINISTRATIVE ASSISTANT III (SDO BOOKKEEPER)
	MARY ANN O. PRIANES	ADMINISTRATIVE ASSISTANT III
BAGAC DISTRICT	IVAN RAE DJ. RAÑADA	ADMINISTRATIVE ASSISTANT II
	SARAH G. LABAMPA	ADMINISTRATIVE ASSISTANT III
DINALUPIHAN EAST DISTRICT	SEAN GABRIELLE T. SARTIGA	ADMINISTRATIVE ASSISTANT II
	MARY JOY L. QUINTERO	ADMINISTRATIVE ASSISTANT III (SDO BOOKKEEPER)
DINALUPIHAN WEST DISTRICT	ANNA NUGUID	ADMINISTRATIVE ASSISTANT II
	MOONYNA G. ALIPIO	ADMINISTRATIVE ASSISTANT III (SDO BOOKKEEPER)
	JHOSA L. SANTOS	ADMINISTRATIVE ASSISTANT III
HERMOSA DISTRICT	GENNE SHAIRA M. OCAMPO	ADMINISTRATIVE ASSISTANT II
	ROCHELLE VI C. LANGAMAN	ADMINISTRATIVE ASSISTANT III (SDO BOOKKEEPER)
	MARY JANE S. QUINTO	ADMINISTRATIVE ASSISTANT III
LIMAY DISTRICT	REYLEN C. MANAHAN	ADMINISTRATIVE ASSISTANT II
	LEONOR M. VILLALUZ	ADMINISTRATIVE ASSISTANT III
	AIRRISH JOY F. CAYME	ADMINISTRATIVE ASSISTANT II



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Email Address: bataan@deped.gov.ph | **Website:** www.depedbataan.com | **Facebook Page:** www.facebook.com/DepedBataan



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 CSC Resolution No. 2003106



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MARIVELES DISTRICT	MYLENE R. ALCANTARA	ADMINISTRATIVE ASSISTANT III (SDO BOOKKEEPER)
	KRISTINE JOY M. MAGIA	ADMINISTRATIVE ASSISTANT III
	EULBERT MAR D. RAMOS	ADMINISTRATIVE ASSISTANT II
MORONG DISTRICT	CHRISTINE A. DISTAJO	ADMINISTRATIVE ASSISTANT III
	DYAN MAE T. DIZON	ADMINISTRATIVE ASSISTANT II
ORANI DISTRICT	MARIA JANINE O. TAULE	ADMINISTRATIVE ASSISTANT III (SDO BOOKKEEPER)
	LOVELY RENZ M. GARCIA	ADMINISTRATIVE ASSISTANT III
	ESPERANZA G. GUINTO	ADMINISTRATIVE ASSISTANT II
ORION DISTRICT	JHOANNA EDERLYN O. SY	ADMINISTRATIVE AIDE IV (SDO BOOKKEEPER)
	MARIBEL P. DE ROXAS	ADMINISTRATIVE ASSISTANT III
	GABRIEL ANGELO G. PRADES	ADMINISTRATIVE ASSISTANT II
PILAR DISTRICT	KIM MIKAELLA D. NICDAO	ADMINISTRATIVE ASSISTANT III
	WILFREDO A. ANTONIO JR.	ADMINISTRATIVE ASSISTANT II
SAMAL DISTRICT	BERNADETTE E. BOLIVAR	ADMINISTRATIVE ASSISTANT III
	ADRIANNE JOY R. CALARA	ADMINISTRATIVE ASSISTANT II
BAGAC NHS - PARANG	SHIELA J. GRULLA	ADMINISTRATIVE ASSISTANT III
	PATRICK JAMES P. NODADO	ADMINISTRATIVE ASSISTANT II
DR. VICTORIA B. ROMAN NHS	MONNETE M. BARTOLO	ADMINISTRATIVE ASSISTANT II
ST. FRANCIS NHS	MARILYN B. CARANDANG	ADMINISTRATIVE ASSISTANT III
	MA. THERESA D. SORIANO	ADMINISTRATIVE ASSISTANT II
SUMALO IS	CONERY R. BELTRAN	ADMINISTRATIVE OFFICER II
ROOSEVELT NHS	MICHELLE R. CANLAS	ADMINISTRATIVE ASSISTANT II
TUBO-TUBO IS	ARIEL B. MANALO JR	ADMINISTRATIVE ASSISTANT II
PAYANGAN IS	MARIE ANTONETTE R. TEODORO	ADMINISTRATIVE ASSISTANT II
LUAKAN NHS	MC KEVIN N. VALENCIA	ADMINISTRATIVE ASSISTANT II
MARIVELES NHS (CABCABEB ANNEX) ALASASIN	ROGELICIA E. SALLAO	ADMINISTRATIVE ASSISTANT II
MARIVELES NHS (CABCABEN ANNEX) MALAYA	FHOBIECATES J. SANGALANG	ADMINISTRATIVE ASSISTANT III



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