



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

December 9, 2024

**DIVISION MEMORANDUM**

No. 532 s. 2024

**END-OF-YEAR FINANCIAL EVALUATION: ACHIEVEMENTS, CHALLENGES, AND STRATEGIES**

To: Assistant Schools Division Superintendent  
Accountant III  
Accountant I  
Administrative Officer V – Budget Officer  
Administrative Officer IV – Cashier  
Cashier I  
Administrative Assistant III – Senior Bookkeepers  
Administrative Assistant II – Disbursing Officers  
All Others Concerned

1. The Finance Personnel of the Schools Division of Bataan and Autonomous Schools in the division will conduct a seminar-workshop with the theme **END-OF-YEAR FINANCIAL EVALUATION: ACHIEVEMENTS, CHALLENGES, AND STRATEGIES** on December 19–20, 2024 at Sinagtala Farm Resort & Adventure Park, Tala, Orani, Bataan.
2. The Objectives of this activity are as follows:
  - a. To discuss updates from the Commission on Audit (COA);
  - b. To provide technical assistance and resolve issues and concerns on fiscal operations;
  - c. To present, review, and consolidate the financial statements of the IUs;
  - d. To facilitate the reporting of consolidated budget utilization and disbursement.
3. Enclosed to this Memorandum are the following:

*Enclosure 1. List of Participants*  
*Enclosure 2. Training Matrix*
4. A Registration Fee of Four Thousand pesos (Php 4,000.00) is required to cover meals and accommodation chargeable against MOOE.

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[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)



"We Mould Heroes"





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5. This Memorandum shall serve as the Travel Authority of the Participants.
6. Immediate dissemination of this Memorandum is enjoined.

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



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**End-of-Year Financial Evaluation: Achievements, Challenges, and Strategies**  
December 19-20, 2024

<b>List of Participants</b>	
1	MYRA V. DILIG
2	ROSALIE JOY S. TRINIDAD
3	RHODORA C. GANZON
4	PAUL JOHN DIMLA
5	MARICEL YAP-SOBREVIÑAS
6	LOUIE ARTH REYES
7	EDNA TOLENTINO
8	NOMOLOS ENRIQUEZ
9	ROSEMARIE SARIO
10	MARY CZARINA CARREON
11	KEVIN PATRICK LLAGUNO
12	PAULINE MAE DIMACALI
13	IRISH JOY DONGON
14	LEA S. NAVA
15	ANGELINA H. AMISTOSO
16	EDWIN B. MANALAD
17	ROSARIO B. DE LEON
18	MELODY B. MARQUEZ
19	MARIA YVETTE TRIA
20	REGINA ALEISANDRA R. BUSTILLOS
21	JEROME L. AGUILAR
22	HERMINIHILDA L. MACALINAO
23	EDJEAN F. MADRIGAL
24	ROBIN JAMES P. ATIENZA
25	MARIA LINDA L. BAYLOSIS
26	ANGIE ROSE B. CAYANAN
27	JOHN REX B. DIZON
28	RHODA P. PARBO
29	PRINCESS LOVE L. MERIÑO
30	MARIA CECILIA D. TIMPOG
31	MIKE JUSTINE N. MANALAD
32	MARIA FATIMA L. LEONOR
33	REYNALDO S. RUBIA
34	KRIZA L. LOYOLA
35	MARICEL A. ALOQUINA

SCHOOLS DIVISION OFFICE

BALSIK NHS  
BALSIK NHS  
BATAAN SCHOOL OF FISHERIES  
BATAAN SCHOOL OF FISHERIES  
BONIFACIO CAMACHO NHS  
HERMOSA NHS  
HERMOSA NHS  
HERMOSA NHS  
JC PAYUMO JR MHS  
JEAG MHS  
JEAG MHS  
LIMAY NHS  
LIMAY NHS  
LIMAY NHS  
MARIVELES NHS-CABCABEN  
MARIVELES NHS-CABCABEN  
MARIVELES NHS-CABCABEN  
MARIVELES NHS-POBLACION  
MARIVELES NHS-POBLACION  
MORONG NHS  
MORONG NHS



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<b>36</b>	NIEVA D. ADELINO	MORONG NHS
<b>37</b>	CRISTYLYN E. MANECLANG	MORONG NHS
<b>38</b>	RHEA KATRINA P. DUMALAG	ORANI NHS
<b>39</b>	RONNIE D. DELA CRUZ	ORANI NHS
<b>40</b>	ARLENE M. TAMORO	ORANI NHS
<b>41</b>	ASHLEY DANIELLE M. ANCHETA	ORANI NHS
<b>42</b>	LEO S. MUÑOZ	PABLO ROMAN NHS
<b>43</b>	MARISOL B. CUNANAN	PABLO ROMAN NHS
<b>44</b>	MARY ROSE I. SALONGA	PAGALANGGANG HS
<b>45</b>	RUBY G. MAGCALAS	PAGALANGGANG HS



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**End-of-Year Financial Evaluation: Achievements, Challenges, and Strategies**  
December 19-20, 2024

**Day 1 – December 19, 2024**

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:30	Registration	
8:30 – 9:30	Opening Program <ul style="list-style-type: none"><li>National Anthem</li><li>Prayer</li><li>Roll Call</li><li>Welcoming Remarks</li></ul>	AVP AVP Masters of Ceremonies <b>CAROLINA S. VIOLETA, EdD, CESO V</b> <i>School Division Superintendent</i>
9:30 – 12:00	Discussion <ul style="list-style-type: none"><li>➤ Online payment of remittances</li></ul>	<b>RONNIE D. DELA CRUZ</b> <i>Disbursing Officer II</i>
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Discussion <ul style="list-style-type: none"><li>➤ Common errors in the Documentary Requirements</li></ul>	<b>MYRA V. DILIG</b> <i>Accountant III</i>
2:30 – 4:00	Discussion <ul style="list-style-type: none"><li>➤ Overview of Program Management Information System (PMIS)</li></ul>	<b>RHEA KATRINA P. DUMALAG</b> <i>Administrative Assistant III</i>
4:00 – 5:00	Open Forum/ Workshop	Masters of Ceremonies
5:00 – 5:30	Break Time	
5:30 – 6:00	Feedbacking	Masters of Ceremonies
6:00 – 9:00	Socialization Night	



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**Day 2 – December 20, 2024**

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:20	Zumba	AVP
8:20 – 9:00	Management of Learning	Masters of Ceremonies
9:00 – 12:00	Discussion	<b>PRINCESS LOVE L. MERIÑO</b> <i>Administrative Assistant III</i>
	➤ Financial Updates	
	➤ Electronic Government System Updates	
12:00 – 1:00	Lunch Break	
1:00 – 4:00	Discussion	<b>RONNIE D. DELA CRUZ</b> <i>Disbursing Officer II</i>
	➤ GSIS Reconciliation	
4:00 – 4:30	Feedbacking / Question and Answer	Masters of Ceremonies
4:30 – 5:00	Awarding of Certificate	Masters of Ceremonies
	Closing Program	
<b>PRINCESS LOVE L. MERIÑO &amp; MARIA CECILIA TIMPOG</b> Masters of Ceremonies		
<b>Observers: Mrs. Maricel Yap-Sobreviñas &amp; Mr. Louie Arth Reyes</b>		