



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

FEB 13 2025

**DIVISION MEMORANDUM**

No. 81, s. 2025

**MAXIMIZING EFFICIENCY: FINANCE PERSONNEL & ADMINISTRATIVE OFFICER II REPRESENTATIVES EMERGENCY MEETING**

To: Administrative Officer V – Budget Officer III  
Accountant III  
Administrative Officer II (DCP)  
District Finance Team  
SDO Finance Team  
All Others Concerned

1. This Office, thru its Finance unit, announces the conduct of **Maximizing Efficiency: Finance Personnel & Administrative Officer II Representatives Emergency Meeting** on February 19, 2025, from 8:00 a.m. to 5:00 p.m. at Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.
2. This activity aims to:
  - a) highlight the financial processes to improve overall accuracy and efficiency.
  - b) keep employees informed about new and existing policies and guidelines.
  - c) reduce errors to ensure the accuracy and reliability of documents supporting disbursements for granting Cash Advances and Liquidation Reports for the Fiscal Year 2025 and the years thereafter.
3. Attached are the list of participants and the training matrix.
4. This Memorandum will serve as Travel Authority of the Participants (see Enclosure).
5. Attendance is required for all participants.

MAXIMIZING EFFICIENCY: FINANCE PERSONNEL & ADMINISTRATIVE OFFICER II REPRESENTATIVES EMERGENCY MEETING Page 1 of 2



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6. For information and compliance.

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

/FS1/FS24  
February 6, 2025



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**MAXIMIZING EFFICIENCY: FINANCE PERSONNEL & ADMINISTRATIVE OFFICER II REPRESENTATIVES EMERGENCY MEETING**

*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.	Paul John D. Dimla	Administrative Assistant III	SDO Bataan
4.	Renato Mylon N. De Guia	Administrative Assistant III	SDO Bataan
5.	Marvie D. Santos	Administrative Assistant III	SDO Bataan
6.	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
7.	Maritess A. Sanchez	Administrative Assistant III	SDO Bataan
8.	Mary Joy L. Quintero	Administrative Assistant III	SDO Bataan
9.	Rochelle Vi C. Langaman	Administrative Assistant III	SDO Bataan
10.	Moonyna G. Alipio	Administrative Assistant III	SDO Bataan
11.	Diana Rose C. Bautista	Administrative Assistant III	SDO Bataan
12.	Mylene R. Alcantara	Administrative Assistant III	SDO Bataan
13.	Maria Janine O. Taule	Administrative Assistant III	SDO Bataan
14.	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
15.	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
16.	Erwin C. Cabana	Administrative Assistant II	SDO Bataan
17.	Jullie Anne E. Dela Rosa	Administrative Assistant II	SDO Bataan
18.	Christer Daves Salvador	Administrative Assistant I	SDO Bataan
19.	Sarah Joy M. Sioson	Administrative Aide IV	SDO Bataan
20.	Maribel C. Cabutaje	Administrative Aide IV	SDO Bataan
21.	Kristine D. Pagdanganan	Administrative Aide IV	SDO Bataan
22.	Sheryl Ann Jaime	Administrative Aide IV	SDO Bataan
23.	Berna Lisa O. Dagon	Administrative Aide IV	SDO Bataan
24.	Kimberly Manuel	Administrative Aide IV	SDO Bataan
25.	Dina C. Forbes	Administrative Aide IV	SDO Bataan
26.	Marifer T. Visda	Administrative Officer II	Abucay District
27.	Lory Jane G. Gonzales	Administrative Officer II	Bagac District
28.	Jerlyn P. Paguio	Administrative Officer II	Dinalupihan East District
29.	Kelvin John B. Ocampo	Administrative Officer II	Dinalupihan West District





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30.	Dennis P. Guinto	Administrative Officer II	Hermosa District
31.	Aleah Louise S. Diwa	Administrative Officer II	Limay District
32.	Donna N. Salcedo	Administrative Officer II	Mariveles District
33.	Roselene M. Silva	Administrative Officer II	Mariveles District
34.	Ma. Debbie S. Limongco	Administrative Officer II	Morong District
35.	Arlene A. Antonio	Administrative Officer II	Orani District
36.	Andrew King J. Pizarro	Administrative Officer II	Orion District
37.	Gelli A. Estrella	Administrative Officer II	Pilar District
38.	Avegail B. Nañasca	Administrative Officer II	Samal District
39.	Mary Ann O. Prianes	Administrative Assistant III	Abucay District
40.	Ivan Rae DJ. Rañada	Administrative Assistant II	Abucay District
41.	Sarah G. Labampa	Administrative Assistant III	Bagac District
42.	Sean Gabrielle Sartiga	Administrative Assistant II	Bagac District
43.	Shiela J. Grulla	Administrative Assistant III	Bagac NHS - JHS
44.	Patrick James P. Nodado	Administrative Assistant II	Bagac NHS - JHS
45.	Mark Jenro R. Gaor	Accountant III	Bataan High School for the Arts
46.	Karen M. Macalinao	Administrative Officer V, Budget	Bataan High School for the Arts
47.	Mayeth Molina-Geraldez	Administrative Officer II	Bataan High School for the Arts
48.	Anna Nuguid	Administrative Assistant II	Dinalupihan East District
49.	Jhosa L. Santos	Administrative Assistant III	Dinalupihan West District
50.	Genne Shaira M. Ocampo	Administrative Assistant II	Dinalupihan West District
51.	Mary Jane Q. Quinto	Administrative Assistant III	Hermosa District
52.	Reylen C. Manahan	Administrative Assistant II	Hermosa District
53.	Leonor M. Villaluz	Administrative Assistant III	Limay District
54.	Airrish Joy F. Cayme	Administrative Assistant II	Limay District
55.	Marilyn B. Carandang	Administrative Assistant III	St. Francis NHS - JHS
56.	Ma. Theresa D. Soriano	Administrative Assistant II	St. Francis NHS - JHS
57.	Kristine Joy M. Magia	Administrative Assistant III	Mariveles District
58.	Eulbert Mar D. Ramos	Administrative Assistant II	Mariveles District
59.	Fhobiecates J. Sangalang	Administrative Assistant III	Mariveles NHS – Malaya -SHS
60.	Rogelica E. Sallao	Administrative Assistant II	Mariveles NHS Annex – Alasasin - JHS
61.	Christine A. Distajo	Administrative Assistant III	Morong District
62.	Dyan Mae Tolentino-Dizon	Administrative Assistant II	Morong District
63.	Lovely Renz M. Garcia	Administrative Assistant III	Orani District



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64.	Esperanza G. Guinto	Administrative Assistant II	Orani District
65.	Maribel P. De Roxas	Administrative Assistant III	Orion District
66.	Gabriel Angelo G. Prades	Administrative Assistant II	Orion District
67.	Kim Mikaella D. Nicdao	Administrative Assistant III	Pilar District
68.	Wilfredo A. Antonio Jr.	Administrative Assistant II	Pilar District
69.	Monnete M. Bartolo	Administrative Assistant II	Dr. Victoria B. Roman MHS - JHS
70.	Bernadette E. Bolivar	Administrative Assistant III	Samal District
71.	Adrienne Joy R. Calara	Administrative Assistant II	Samal District