



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

APR 30 2025

DIVISION MEMORANDUM

No. 176, s. 2025

ENTRANCE CONFERENCE FY 2025

To: Assistant Schools Division Superintendent
Director III - BHSA
Chief Education Supervisors, CID and SGOD
Administrative Officers V (Personnel, Planning)
Administrative Officers V – Budget, Division and BHSA
Accountant III, Division and BHSA
Executive Committee Members
Payroll Unit Head
PESPA President
BOPSSA President
Secondary Principals – Fiscally Autonomous School
Senior Bookkeepers – Fiscally Autonomous School
Accountant I – Bataan School of Fisheries
Disbursing Officers – Fiscally Autonomous School
District Property Custodians
SDO Finance Team
COA Auditors and Personnel
All Others Concerned

1. This Office announces the conduct of **Entrance Conference FY 2025** on May 6, 2025, from 08:00 a.m. onwards at Bulwagan ng mga Bayani at Banal, SDO Bataan, Kabukiran, Calaylayan, Abucay, Bataan.
2. This activity aims to:
 - a. communicate audit thrust areas, scope, and audit approach & methodology to the management;
 - b. guide management on the significant activities, dates, and offices involved during the audit;
 - c. obtain management's comments on audit outputs; and
 - d. facilitate administrative matters, documents needed, and other concerns to the management.
3. A registration fee of **Two Hundred Eighty Pesos (P280.00)** shall be collected from each participant to cover the meal expenses.



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4. Attached are the list of participants and the training matrix.
5. This Memorandum will serve as Travel Authority of the Participants (see Enclosure).
6. Attendance is required for all participants.
7. Immediate and wide dissemination of this Memorandum is desired.

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

To be indicated in the Perpetual Index
under the following subjects:

AUDIT
FUND
PROCEDURE

POLICY
RULES AND REGULATIONS

/FS1/FS24
April 28, 2025



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ENTRANCE CONFERENCE FY 2025

List of Participants

NO.	NAME	DESIGNATION	STATION
1.	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent	SDO Bataan
2.	Armando C. Capili, EdD	Assistant Schools Division Superintendent	SDO Bataan
3.	Mia Ariana P. Tanciongco, PhD	Director III	BHSA
4.	Milagros M. Peñaflor, PhD	Chief Education Supervisor, CID	SDO Bataan
5.	Ramon C. Perez	Chief Education Supervisor, SGOD	SDO Bataan
6.	Francisco B. Bautista	Public Schools District Supervisor	SDO Bataan
7.	Arlene S. Carlos	Public Schools District Supervisor	SDO Bataan
8.	Jonathan B. De Guzman	Public Schools District Supervisor	SDO Bataan
9.	Rodger R. De Padua	Public Schools District Supervisor	SDO Bataan
10.	Elma P. Dizon	Public Schools District Supervisor	SDO Bataan
11.	Mariel M. Labandilo	OIC - Public Schools District Supervisor	SDO Bataan
12.	Ruel D. Lingad	Public Schools District Supervisor	SDO Bataan
13.	Ronie S. Mendoza	Public Schools District Supervisor	SDO Bataan
14.	Elvira R. Mina	OIC - Public Schools District Supervisor	SDO Bataan
15.	Teresita R. Ordiales	Public Schools District Supervisor	SDO Bataan
16.	Jeolfa G. Reyes	Public Schools District Supervisor	SDO Bataan
17.	Minerva P. Rillo	Public Schools District Supervisor	SDO Bataan
18.	Pilar C. Ignacio	Administrative Officer V, Personnel	SDO Bataan
19.	Rhodora C. Ganson	Administrative Officer V, Budget	SDO Bataan
20.	Karen M. Macalinao	Administrative Officer V, Budget	BHSA
21.	Nico M. Managaliman	OIC - Administrative Officer V, Planning	SDO Bataan
22.	Myra V. Dilig	Accountant III	SDO Bataan
23.	Mark Jenor R. Gaor	Accountant III	BHSA
24.	Maria Amieleen DG. Gabaya	OIC - Engineer III	SDO Bataan
25.	Richard S. Alboro	IT Officer	SDO Bataan
26.	Ma. Liza M. Manuel	HRMO II	SDO Bataan
27.	Rosalie Joy G. Trinidad	Cashier II	SDO Bataan
28.	Ethel Joyce S. Bartolome	Supply Officer	SDO Bataan
29.	Lorena L. Inlong	Records Officer	SDO Bataan
30.	Hazel G. Dilig-Carandang	Legal Officer	SDO Bataan



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31.	Jobelle S. Antonio	Administrative Officer II	SDO Bataan
32.	Arlene M. Matilde	School Principal II	Balsik NHS
33.	Cesar L. Valenzuela, EdD	School Principal IV	BSF
34.	Reynaldo B. Visda	School Principal II	B. Camacho NHS
35.	Dave D. Basto	School Principal I	E.C. Bernabe NHS
36.	Arcele F. Servera	School Principal I	Hermosa NHS
37.	Omar G. Magcalas	School Principal IV	JC Payumo Jr. MHS
38.	Jennifer S. Dominguez, EdD	School Principal II	JEAG
39.	John R. Quiroz	School Principal II	Lamao NHS
40.	Frederick Y. Simbol	School Principal IV	Limay NHS
41.	Aida P. Capili, EdD	School Principal IV	Luakan NHS
42.	Ara S. Velasco, EdD	School Principal III	Magsaysay NHS
43.	Ludivina S. Omania	School Principal III	MNHS - Cabcaben
44.	Marijoy B. Mendoza, EdD	School Principal III	MNHS - Poblacion
45.	Gemma Teresa P. Cabreros, EdD	School Principal IV / BOPSSA President	Morong NHS
46.	Gliceria C. Mateo, EdD	School Principal II	Orani NHS
47.	Myrna E. Castillo, PhD	School Principal IV	P. Roman NHS
48.	Edgardo Jesus S. Basa II	School Principal II	Pagalanggang NHS
49.	Lorinda R. Poblete	School Principal III	Samal NHS
50.	Rose Anne C. Perez	Head Teacher III	Pelagio Rubiano ES
51.	Ana Liza V. Dominguez	School Principal II	Abucay North ES
52.	Emily D.R. Mendoza	School Principal IV	Tomas Pinpin MES
53.	Villamor B. Magat	School Principal I	Mabatang NHS
54.	Leonardo M. Apales	Head Teacher III / OIC – School Principal	Paysawan ES
55.	Grace F. Daracay	Head Teacher III	Saysain ES
56.	Jessica A. Torres	School Principal II	Bagac ES
57.	Jessica M. Quimlat	Assistant School Principal II	Bagac NHS-Parang
58.	Neila D. Toledo	School Principal II	Old San Jose ES
59.	Celia L. Sangalang	School Principal III	New San Jose ES
60.	Jane Robles	School Principal IV / PESPA President	Dinalupihan ES
61.	Marlene G. Lulu	School Principal II	Sta Lucia NHS
62.	Helen C. Mendoza	Head Teacher III	Kataasan ES
63.	Miralou T. Garcia	School Principal IV	Pinulot ES
64.	Ma. Fe Teresa T. Peñaflor	School Principal IV	San Ramon ES



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65.	Ronaldo A. Punla	School Principal I	Luakan NHS Annex-JHS
66.	Marilyn De Guzman	OIC – School Principal	Parapal ES
67.	Erlinda S. Custorio	School Principal IV	Casupanan ES
68.	Rosario S. Canlas	School Principal IV	Hermosa ES
69.	Jasmin A. Felipe	Head Teacher III	Sumalo IS
70.	Mirasol B. Tabarangao	School Principal II	Duale ES
71.	Kristine Joy C. Matilla	Head Teacher I	St. Francis-Bacong ES
72.	Basilisa S. Icasiano	School Principal IV	Limay ES
73.	Wilbert D. Langreo	School Principal I	St. Francis JHS
74.	Marjorie M. Palomo	School Principal III	Marina Bay ES
75.	Elda E. Afable	School Principal I	Lucanin ES
76.	Noel T. Lagman	School Principal IV	Antonio G. LLamas ES
77.	Jerry C. Perello	School Principal I	MNHS Alasasin
78.	Leovigildo E. Domingo Jr.	School Principal II	Kanawan IS- Elem
79.	Gemalyn T. Barquin	School Principal III	Nagbalayong ES
80.	Ma. Cecilia L. Paguio	School Principal III	Morong ES
81.	Ma. Liza P. Incleto	School Principal I	Nagbalayong NHS
82.	Misty B. Dela Cruz	EPS II – OIC – School Principal	Legua IS - Elem
83.	Hamilton Q. Cruz	Head Teacher III	Pulo IS - Elem
84.	Jeffrey V. David	School Principal II	Orani North ES
85.	Ariel S. Valencia	Assistant School Principal II	GEPS-OICS
86.	Jeric C. Lopez	EPS I – OIC – School Principal	Eva Aeta ES
87.	Jhenie R. Agustin	School Principal II	Sabatan ES
88.	Irene B. Angeles	School Principal II	Arellano ES
89.	Jennifer S. Dominguez	School Principal III	Udyong NHS
90.	Imelda C. Estrada	Head Teacher III	Pantingan ES
91.	Amelia F. Retuta	School Principal I	Diwa ES
92.	Joseph Ralph S. Dizon	School Principal I	Pilar ES
93.	Angelo R. Basilio	School Principal IV	Dr. Victoria B. Roman NHS - JHS
94.	Maria Ailene L. Libao	Head Teacher III	Asuncion Consunji MES
95.	Virginia S. Macabuhay	School Principal I	Samal South ES



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96.	Charito D. Corpus	School Principal II	Samal North ES
97.	Troy B. Villasol, DEM	School Principal III	Samal NHS - Annex
98.	Krizza Marie S. Lopez	Administrative Assistant III	SDO Bataan
99.	Maria Fe P. Martonito	Administrative Assistant III	SDO Bataan
100.	Louise Anne Q. Samonte	Administrative Assistant III	SDO Bataan
101.	Paul John D. Dimla	Administrative Assistant III	SDO Bataan
102.	Renato Mylon N. De Guia	Administrative Assistant III	SDO Bataan
103.	Marvie D. Santos	Administrative Assistant III	SDO Bataan
104.	Ahlene Kaye M. Matilde	Administrative Assistant III	SDO Bataan
105.	Maritess A. Sanchez	Administrative Assistant III	SDO Bataan
106.	Mary Joy L. Quintero	Administrative Assistant III	SDO Bataan
107.	Rochelle Vi C. Langaman	Administrative Assistant III	SDO Bataan
108.	Moonyna G. Alipio	Administrative Assistant III	SDO Bataan
109.	Diana Rose C. Bautista	Administrative Assistant III	SDO Bataan
110.	Mylene R. Alcantara	Administrative Assistant III	SDO Bataan
111.	Maria Janine O. Taule	Administrative Assistant III	SDO Bataan
112.	Kristine D. Pagdanganan	Administrative Assistant III	SDO Bataan
113.	Erwin C. Cabana	Administrative Assistant II	SDO Bataan
114.	Christer Daves Salvador	Administrative Assistant I	SDO Bataan
115.	Sarah Joy M. Sioson	Administrative Aide IV	SDO Bataan
116.	Mariel C. Cabutaje	Administrative Aide IV	SDO Bataan
117.	Sheryl Ann Jaime	Administrative Aide IV	SDO Bataan
118.	Dina C. Forbes	Administrative Aide IV	SDO Bataan
119.	Angelina A. Amistoso	Administrative Assistant III	Balsik NHS
120.	Rosario B. De Leon	Administrative Assistant III	BSF
121.	Rosalie T. Toledo	Administrative Assistant III	B. Camacho NHS
122.	Gemma M. Sagun	Administrative Assistant III	E.C. Bernabe NHS
123.	Regina Aleisandra R. Bustillos	Administrative Assistant III	Hermosa NHS
124.	Edjean F. Madrigal	Administrative Assistant III	JC Payumo Jr. MHS
125.	Robin James P. Atienza	Administrative Assistant III	JEAG
126.	Annabel A. Galicia	Administrative Assistant III	Lamao NHS
127.	Angie Rose Cayanan	Administrative Assistant III	Limay NHS
128.	Anjella B. Arceo	Administrative Assistant III	Luakan NHS
129.	Rossana S. Soriano	Administrative Assistant III	Magsaysay NHS



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130.	Princess Love L. Meriño	Administrative Assistant III	MNHS - Cabcaben
131.	Myrna B. Tihim	Administrative Assistant III	MNHS - Poblacion
132.	Kriza L. Loyola	Administrative Officer II	Morong NHS
133.	Rhea Katrina P. Dumalag	Administrative Assistant III	Orani NHS
134.	Leo S. Muñoz	Administrative Assistant III	P. Roman NHS
135.	Rose Ann G. Callo	Administrative Assistant III	Pagalanggang NHS
136.	Mary Rose I. Salonga	Administrative Assistant III	Samal NHS
137.	Edwin B. Manalad	Administrative Assistant II	Balsik NHS
138.	Melody B. Marquez	Administrative Assistant II	BSF
139.	Jonnalyn V. Ortega	Administrative Assistant II	B. Camacho NHS
140.	Nhorleen G. Dimarucot	Administrative Assistant II	E.C. Bernabe NHS
141.	Jerome L. Aguilar	Administrative Assistant II	Hermosa NHS
142.	Maria Mimosa R. Mesina	Administrative Assistant II	JC Payumo Jr. MHS
143.	Maria Linda L. Baylosis	Administrative Assistant II	JEAG
144.	Roberto C. Delos Reyes	Administrative Assistant II	Lamao NHS
145.	John Rex B. Dizon	Administrative Assistant II	Limay NHS
146.	Arvie John L. Santos	Administrative Assistant II	Luakan NHS
147.	Melanie I. Simsuangco	Administrative Assistant II	Magsaysay NHS
148.	Maria Cecilia D. Timpog	Administrative Assistant II	MNHS - Cabcaben
149.	Reynaldo S. Rubia	Administrative Assistant II	MNHS - Poblacion
150.	Maricel A. Aloquina	Administrative Assistant II	Morong NHS
151.	Ronnie D. Dela Cruz	Administrative Assistant II	Orani NHS
152.	Mike Justine N. Manalad	Administrative Assistant II	P. Roman NHS
153.	Ruby G. Magcalas	Administrative Assistant II	Pagalanggang NHS
154.	Benilda B. De Guzman	Administrative Assistant II	Samal NHS
155.	Marifer T. Visda	Administrative Officer II	Abucay District
156.	Lory Jane G. Gonzales	Administrative Officer II	Bagac District
157.	Jerlyn P. Paguio	Administrative Officer II	Dinalupihan East District
158.	Kelvin John B. Ocampo	Administrative Officer II	Dinalupihan West District
159.	Dennis P. Guinto	Administrative Officer II	Hermosa District
160.	Aleah Louise S. Diwa	Administrative Officer II	Limay District
161.	Donna N. Salcedo	Administrative Officer II	Mariveles Lower District



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162.	Roselene M. Silva	Administrative Officer II	Mariveles Upper District
163.	Ma. Debbie S. Limongco	Administrative Officer II	Morong District
164.	Arlene A. Antonio	Administrative Officer II	Orani District
165.	Andrew King J. Pizarro	Administrative Officer II	Orion District
166.	Jerico P. Cruz	Project Development Officer I	Pilar District
167.	Avegail B. Nañasca	Administrative Officer II	Samal District

Commission on Audit

168.	Maricel Yap-Sobreviñas	State Auditor IV / Audit Team Leader
169.	Louie Arth P. Reyes	State Auditor I / Audit Team Member
170.	Edna D. Tolentino	COA Staff
171.	Pauline Mae B. Dimacali	COA Staff
172.	Mary Czarina Q. Carreon	COA Staff
173.	Rosemarie M. Sario	COA Staff
174.	Kevin Patrick R. Llaguno	COA Staff
175.	Irish Joy S. Dongon	COA Staff
176.	Joshua Benedict P. De Leon	COA Staff
177.	Nomolos C. Enriquez	COA Staff



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ENTRANCE CONFERENCE FY 2025

Training Matrix

Time	Activity	
7:45 a.m. – 8:00 a.m.	<i>Arrival of Participants</i> <i>Registration</i>	Registration Committee
8:00 a.m. – 8:10 a.m.	<i>Opening Program</i> National Anthem Prayer	AVP
8:10 a.m. – 8:20 a.m.	<i>Opening Remarks</i>	CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent
8:20 a.m. – 12:00 p.m.	<i>Discussion of:</i> ➤ Audit Thrust Areas ➤ Audit Scope ➤ Audit Approach and Methodology ➤ Audit Outputs ➤ Offices Involved and Linkages ➤ Significant Dates and Milestones ➤ Administrative Matters ➤ Audit Documents ➤ Other Matters	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
12:00 p.m. – 1:00 p.m.	LUNCH BREAK	
1:00 p.m. – 2:00 p.m.	<i>Discussion of:</i> ➤ Other Matters	MARICEL YAP-SOBREVIÑAS State Auditor IV / Audit Team Leader LOUIE ARTH P. REYES State Auditor I / Audit Team Member
2:00 p.m. – 2:15 p.m.	<i>Closing Remarks</i>	ARMANDO C. CAPILI, EdD Assistant Schools Division Superintendent

Prepared by:


MYRA V. DILIG
Accountant III